Citation format — and the sample of 40 answers to review

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What every citation carries, and how the firm checks it itself · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. The firm, its clients, its documents and its figures were invented; they illustrate a situation common in management consultancy and describe no real client. **The sample is provided for the firm to review**, not to attest to a performance: an accuracy score the agent awarded itself would prove nothing.

The six elements every citation carries

Element	Example	Why it is there
Document code	MET-07	The file name does not identify it
Version	**v4**	**Two versions coexist across 412 documents**
Effective date	**12/01/2026**	**A version without a date cannot be compared**

Element	Example	Why it is there
Page and paragraph	p. 9, § 4.2	The passage is found without rereading the document
Text in quotation marks	**the extract exactly as written**	**An extract is not a summary**
Opening link	to the source, at the line	Verification takes ten seconds

When the sentence sought does not exist as such in the text, the answer quotes the nearest passage and states what it does not address. **A synthesis without quotation marks is flagged as a synthesis** and still carries its sources.

The sample of 40 answers from the quarter

What each row contains	What it gives the reviewer
The question as it was put	Judging whether the answer answers it
The answer served, with its citations	**Comparing the extract with the document opened alongside**
The document opened at the page cited	Checking without searching
The reviewer's conclusion box	**The firm concludes, and the conclusion is theirs**

What this sample makes possible, and no assertion replaces: that the firm establishes for itself, on its own documents, what the citations served are worth — and repeats the exercise whenever it decides to.

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