

Chicago 18th (NB) Referencing Checklist

Use this checklist alongside [Cite Them Right](#) to make sure you are applying good academic practice when referencing.

	Yes	No
1 I have included an in-text citation every time I have used a source of information created by someone or something else . This not only helps avoid plagiarism but also demonstrates my ability to incorporate sources, giving my work authority.	☐	☐
2 My in-text citations take the form of a superscript number placed in the text and a citation placed in a corresponding footnote . Superscript numbers are placed after punctuation .	☐	☐
3 My in-text citations are placed at the point at which I refer to the source . This may mean I have them at the beginning, middle or end of a sentence, or in consecutive sentences for the same or different authors. Doing so helps ensure I avoid accidental plagiarism.	☐	☐
4 The first time I cite a source, I have given full details in the footnote. For subsequent citations to the same source, I have used a short citation (author's surname and the first few words of the title, plus a page number if required).	☐	☐
5 My footnotes include page numbers where direct quotations (in 'single quotation marks') or ideas from a specific page have been referred to, helping my reader find the information.	☐	☐
6 In my footnotes, if there are three or more authors/editors , I have listed the first author followed by et al.	☐	☐
7 Each in-text citation is matched to a full reference in a Bibliography at the end of my work. My bibliography also includes any sources I read but did not cite in my footnotes.	☐	☐
8 My Bibliography is formatted using double spacing and a hanging indentation of 1.3cm and every reference ends with a full stop .	☐	☐
9 My Bibliography, is ordered alphabetically by the surname of the first author. Any following authors or editors are given as: forename, surname . If there are more than six authors, I have listed the first three ,	☐	☐

followed by et al. Sources **without an author** are listed **alphabetically by title**.

10 If referencing a source quoted in another author's work, I tried to **read the original source** and if that was not possible, I cited the **original source in my footnote** followed by **'quoted in' or 'cited in'** and a citation for the **secondary source**. I provided a **reference to the secondary source in my bibliography**.

☐☐

11 If I have used online electronic sources, I have included a URL or DOI if available.

☐☐

12 I have formatted my references appropriately and consistently for the **type of information** I have used, so my reader can easily find the source.

☐☐

13 I **have used materials highlighted in my reading lists and explored other high-quality sources of academic information**, rather than reference lecture materials from my course. This demonstrates my research and critical thinking skills.

☐☐