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**. My **superscript numbers** are placed at the end of a sentence or at the end of a clause and follow any **punctuation** mark (except the dash).	☐	☐
3	Where referring to **more than one source** in a sentence, I have **grouped citations in one note** (using one superscript number). **Citations are separated by semicolons** and appear in the same order as the text material.	☐	☐
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.