Citations allow you to give proper credit for ideas and information in your paper that are not your own, demonstrating to the reader that you did your research and can back up the information you are providing. Use this checklist to avoid the most common citation mistakes that students make.

**In-Text Citations**

All my sources have been identified in parentheses within my paper, NOT as footnotes at the bottom of each page. In-text citations include the author’s last name, the year of publication, and a page number, if I’m citing a specific passage.

**Reference List**

My reference list is at the end of my paper formatted in correct Chicago style. It is titled “References” and is arranged alphabetically by author last name. Each line after the first line of every entry is indented one-half inch from the left margin. There is a corresponding in-text citation for each reference.

**Author’s Name**

In-text citations use only the author’s last name. My reference list uses the author’s full inverted name: Last Name, First Name.

**In-text Citation Example:**

Author’s Last Name

**Reference List Example:**

Author’s Last Name, Author’s First Name

**Year of Publication**

I have included the year of publication in all my in-text citations. The year of publication follows the author’s last name without any intervening punctuation. In my reference list the year of publication follows the author’s full inverted name.

**In-text Example:**

(Zalizer 2003, 11)

**Reference List Example:**


**Library Help**

I have consulted the library’s Citation & Style guides and asked a librarian for help with creating proper citations.