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.

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**Notes**

I have provided all in-text citations as footnotes at the bottom of each page, NOT as parenthetical references.

**Author's Name**

The author’s name is inverted in the Bibliography, but not in the Note.

**Note:**
Author’s First Name Author’s Last Name

**Bibliography:**
Author’s Last Name, Author’s First Name

**Ibid.**

I have used Ibid. correctly.

- Use Ibid. if the preceding note contains the same information as your following note.
- If the page numbers being cited are different, then give the new page numbers.
- If the pages are the same use only Ibid.
- Do not use Ibid. if the preceding note contains several citations.

**Ibid. Examples**

2. Ibid, 11.
4. Ibid, 178.

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**Bibliography**

I have included a complete bibliography at the end of my paper with correct Chicago style formatting. My bibliography is titled “Bibliography”. Each line after the first line of each entry is indented one-half inch from the left margin.

**Shortened Note**

I have used a full footnote the first time a source is noted, and used a shortened note for subsequent times that the same source is noted.

**Full Footnote Example:**

**Shortened Footnote Format:**

Author’s Last Name, *Title* (shorten if more than 4 words), page number.


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**Library Help**

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