Citation and Formatting Checklist for History Papers

For detailed formatting guidelines, examples and sample pages, consult the Chicago citation guidelines on the library website.

Page layout and formatting

- Font: 12pt Times or Times New Roman, 10pt or 12pt for footnotes
  Be sure headers and footers match the font of the main text
- One inch margins on all sides
- Includes page numbers in proper position. No number on the cover/first page, don’t include cover page in the page count (first text page is page 1), do number through to the final page of the bibliography.

Citation formatting

- Citation style used is Chicago (not MLA)
- Notes and bibliography in the correct format (they are different)
- Publication titles are in italics (book, journal, newspaper title), chapter and article titles are inside quotation marks
- Citations do not include n.p. or n.d. (except for rare cases)
- Do not use all caps, even if it was that way in the publication
- Capitalize properly regardless of the original format
- No url for Menlo databases – just state the database name (not the publisher. ABC-Clio, EBSCO, Gale, and Proquest are publishers, not database names.)

Footnotes/Endnotes

- Footnotes/endnotes use Arabic numerals (not Roman)
- Note numbers at end of sentence after all punctuation
- Notes have a first line indent for each note
- Repeat citations use shortened form

Bibliography

- Bibliography entries are in alphabetical order
- Bibliography uses a hanging indent

Document assembly

- Includes cover page, properly formatted (if teacher requests a cover page)
- Document assembled in the correct order - see the citation guide for instructions