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
   If you number your pages be sure to use this font as well.

☐ One inch margins on all sides

☐ Include page numbers at the top right side of the page. No page number on the first page, though it still counts as page 1 (the first page with a page number will be page 2). Numbering continues through the final page of the bibliography.

Bibliography

☐ Citation style used is Chicago (not MLA)

☐ Citations do not include n.p. or n.d. If you see these, go back and find the missing information.

☐ Do not use all caps, even if it was that way in the publication.

☐ Capitalize properly regardless of the original format. Some publications capitalize only the first word – you need to correct this in your citation.

☐ No url for Menlo databases – just state the database name (not the publisher. ABC-Clio, EBSCO, Gale, and Proquest are publishers, not database names.)

☐ Bibliography entries are in alphabetical order

☐ Citations are single spaced. Double space between citations.

☐ Bibliography uses a hanging indent.