



# Chicago Manual of Style Checklist

Important Things to Remember When Writing a Paper in Chicago Style	YES	NO	UNSURE
Have I considered using the Writing Center’s Chicago Style (CMS) Reference Guide for a visual demonstration of what CMS looks like?			
Do I know which system of CMS (Notes-Bibliography or Author-Date) I should use for this paper?			
Does the title page have the title towards the top third of the page, the writer’s name, the course, and then the date towards the bottom 3rd of the page?			
Is every page of my paper double-spaced? If I have a references section, is it single-spaced?			
Am I using 12 point Times New Roman, Courier, or another readable font?			
Does my paper have one inch margins on all sides?			
If I have prose quotations of five or more lines, are they blocked, single-spaced, purposely missing quotation marks, and indented .5 inch from the left margin?			
Have I labeled, titled, and cited all tables and figures used in my paper?			
<b>For Notes-Bibliography:</b>			
Do I know how to format citations in my footnotes at the bottom of the page?			
Are my footnotes numbered consecutively?			
Have I followed Chicago Style citation format for the bottom of each individual page and also for the bibliography?			
Do I know how to use footnotes if I quote an author more than once in my paper?			
Do I know where my endnotes should be located, if I am required to use them?			
Have I formatted my bibliography section according to CMS guidelines?			
<b>For Author-Date:</b>			
Do I know how to include a parenthetical citation?			
Have I formatted my references section according to CMS guidelines?			