CHECKLIST COVERSHEET
Complete this checklist and include it as a coversheet with your assignment submission. Assignments without the checklist will not be accepted. See the Chicago-Style Citation Quick Guide at http://www.chicagomanualofstyle.org/tools_citationguide.html.

Sources
Which of the following types of sources did you cite in your paper?

☐ Journal article  ☐ Image
☐ Book  ☐ Government document
☐ Book chapter  ☐ Personal communication
☐ Website  ☐ Podcast
☐ Newspaper article  ☐ Dataset
☐ Film  ☐ Other ___________

Citations and Bibliography
☐ Do the entries in your reference list or bibliography adhere to Chicago citation style?

☐ Do the citations in the text of your paper adhere to Chicago citation style?

☐ Do all of the sources you cite in the text of your paper have a corresponding entry in your reference list or bibliography?

☐ Do all of the entries in your reference list or bibliography have a corresponding citation in the text of your paper?

Quotes, Claims, and Evidence
☐ Are all of the knowledge claims you make in your paper supported by some kind of evidence?

A knowledge claim is something you assert to be true (as opposed to your belief, intuition or personal experience). Evidence is any fact or idea that you use to support your knowledge claim.

☐ Have you evaluated your sources?

Pay particular attention to the (1) the authoritativeness, perspective and potential bias of the author; (2) credibility or validity of the findings; (3) relevance and purpose of the source itself.

☐ Did you provide a citation for all of the facts, quotes, and ideas that you borrowed from your sources?

It’s not enough to cite facts and quotes; you must also cite any idea that you have borrowed from a source, even if you have expressed it in your own words.

☐ Are all of your quotes necessary?

When the quote you have selected is not the best or only way to express a fact or idea, express it in your own words. And cite it.