



Referencing skills

Chicago 17th B referencing checklist

This brief checklist highlights some general points to pay attention to when editing your in-text citations and reference list. For all the components and requirements for specific reference types, please consult the [Chicago 17th B Author-Date referencing guide](#).

In-text citations

Have you included an [in-text citation](#) each time you have paraphrased, summarised or quoted information from another source, providing information about the author and the date of your source?

Are [direct quotations](#) enclosed in quote marks with a page or paragraph number provided, in addition to the author and date for the source?

Is a comma used between author names when citing works with more than two authors?

Example: (Smith, Jones, and Lopez 2018).

Does each in-text citation have a corresponding reference list entry?

Reference list

Does the [reference list](#) only include sources that have been cited in text?

Does the reference list start on a new page or slide, after the content of your assignment, with the word 'References' in bold and centred at the top of the page?

Is the reference list ordered alphabetically by the first author's last name or name of the [organisation](#) responsible for the content? If the reference has [no author](#), does the reference use the first significant word in the title?

Do all references have a hanging indent of 1.27cm? ([How to create a hanging indent](#))

Is the first author's name inverted with the surname (or family name) appearing first, followed by the first and middle names (if given)? Are all subsequent author names listed in the format First name Surname?

Example: Smith, Ben, Brooke A. Burke, and Jay M. Lopez.

Are all author names listed in full, except when only author initials are provided?

Are titles displayed in headline style capitalisation, where each significant word is capitalised?

Example: **Networked Privacy: How Teenagers Negotiate Context in Social Media**

Do all online sources have an address to help the reader locate the item such as a [DOI \(Digital Object Identifier\)](#) or URL if there is no DOI?

Are all DOIs preceded https://doi.org/?

Are all DOIs and URLs presented as plain text (no live links and not underlined)?

Is there a full stop after the DOI or URL for each reference entry?

See next page for a sample reference list in the Chicago 17th B Author-Date style.

bit.ly/curtinuniskills

References

- Abraham, Akampurira. 2014. *Project Planning and Management: An Aspect of Development*. Hamburg: Diplomica Verlag. <https://ebookcentral.proquest.com/lib/curtin/detail.action?docID=1640322>.
- Burns, Timothy. 2015. "Philosophy and Poetry: A New Look at an Old Quarrel." *The American Political Science Review* 109 (2): 326-338. <https://doi.org/10.1017/S0003055415000076>.
- Clarke, Pamela, and Jacqueline Fawcett. 2014a. "Life as a Mentor." *Nursing Science Quarterly* 27 (3): 213-215. <https://doi.org/10.1177/0894318414534492>.
- Clarke, Pamela, and Jaqueline Fawcett. 2014b. "Life as a Nurse Researcher." *Nursing Science Quarterly* 27 (1): 37-41. <https://doi.org/10.1177/0894318413509708>.
- CSIRO (Commonwealth Scientific and Industrial Research Organisation). 2016. *Australia 2030: Navigating our Uncertain Future*. Canberra, ACT: CSIRO. <http://www.csiro.au/en/Do-business/Futures/Reports/Australia-2030>.
- Department of Education. 2019. "Higher Education Statistics." Australian Government. <https://www.education.gov.au/higher-education-statistics>.
- Government of Western Australia. n.d. Perth Zoo. Accessed March 20, 2017. <http://perthzoo.wa.gov.au>.
- Haberman, Maggie, and Peter Baker. 2017. "In Call with Times Reporter, Trump Projects Air of Calm over Charges." *New York Times*, November 1, 2017. <https://www.nytimes.com/2017/11/01/us/politics/trump-russia-charges.html>.
- Leaver, Tama. 2012. "Social Media Rivers." iLecture. <http://echo.ilecture.curtin.edu.au:8080/ess/echo/presentation/893b5284-ecad-4ad4-8af7-0ad2a1e19e24>.
- Renner, Adam, Bridget Brew, and Crystal Proctor. 2013. "Plotting Inequality, Building Resistance." In *Rethinking Mathematics: Teaching Social Justice by the Numbers*, 2nd ed., edited by Eric Gutstein and Bob Peterson, 175-180. Milwaukee, WI: Rethinking Schools.
- Richardson, Christine. 2015. "RDA Management." PowerPoint slides. https://lms.curtin.edu.au/bbcswebdav/pid3704556-dt-content-rid-21756633_1/xid-21756633_1.
- Weekend Edition Saturday*. 2015. "Fairytale Exist: Migrants Get a Football Team of Their Own." May 9, 2015. <http://search.proquest.com.docview?1679726805?accountid=10382>.
- WHO (World Health Organization). 2018. *Global Status Report on Road Safety 2018*. Geneva: World Health Organization. https://www.who.int/violence_injury_prevention/road_safety_status/2018/en.