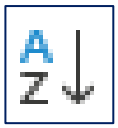
Chicago Bibliography Checklist

Use this to check that your bibliography really IS complete.

Title
'Bibliography' is typed in bold font and centred at the top of a new page following the main body of the assessment.

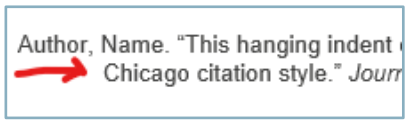
Spaces
A single space is inserted after each punctuation mark (comma, full stop/period, closing bracket, quote mark).

Alphabetical order
Your entire list of sources appears in alphabetical order, based on the author's surname or organisation.



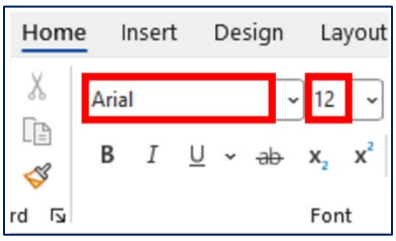
- **TIP:** Highlight all sources, then click the **A–Z Sort** button in the **Home** tab.

Hanging indents
Sources that are longer than one line have a hanging indent on subsequent lines.



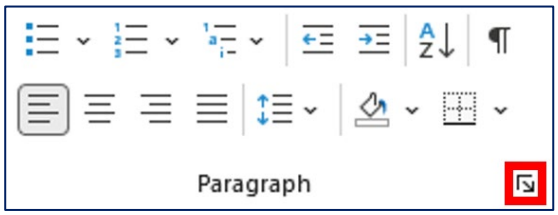
- **TIP:** Highlight all sources, then press the keys **Ctrl and T** at the same time.

Font type and size
All text in your bibliography uses the same font type and size (e.g., Arial, 12 pt).

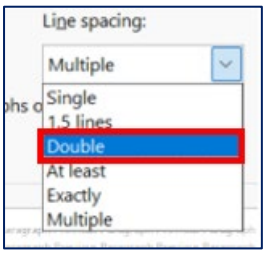


- **TIP:** Highlight all sources, then check for font and size in the **Home** tab.

Line spacing
All text in your bibliography is evenly spaced. Apply double spacing to your list unless instructed otherwise.



- **TIP:** Highlight all sources, then open **Paragraph** settings, and select **Double** under *Line Spacing*.



Related helpsheets

- Chicago Referencing
- Chicago Footnoting Checklist
- Layout and Appearance

CRICOS 00103D | RTO 4909 | TEQSA PRV12151 (Aust)