# Cheat Sheet Chicago Style 16th Edition
## Notes and Bibliography System
By: Jonathan Roach

**Format**

A. Margins 1 inch all around
B. Flush left and ragged right
C. Everything including block quotes is double spaced
D. No extra lines between paragraphs
E. Title page includes title of paper ¼ down the page, author's name ½ down the page, and the three lines from the bottom include class name, instructor's name, and due date in that order.
F. Page numbers begin after the title page. They are located in the upper right hand corner and are preceded by the author's last name.

**Quotes**

A. Run-In Quote

Less than 100 words, uses quotation marks, begins with lowercase letter even if original begins with capital letter, preceded by a comma unless using the words such as "thus" or "as follows" which require a colon, and followed by superscript number for footnote or endnote after the end punctuation of the sentence.

B. Block Quote

More than 100 words, no quotation marks, starts a new line, indented from surrounding text, begins with a lowercase letter if it continues a sentence and a capital letter if it begins a new sentence, and followed by superscripted number for footnote or endnote after the end punctuation of the sentence.

**Footnotes**

Footnotes or endnotes are used and must correspond to the superscripted number in the text. Besides providing bibliographic notes, the note may provide additional information on the information in the text. Full citation should be given on first use of the source, but a shortened form with only author, shortened title, and page number may be listed afterwards. DOI are preferred over URL addresses when available.

A. Book

1. Justo Gonzalez, *Essential Theological Terms* (Louisville, KY: Westminster John Knox, 2005), 45.

B. E-Book

1. Jane Austen, Pride *and Prejudice* (New York, NY: Penguin Classics, 2007), Kindle edition, chap. 23.

C. Book with multiple authors

1. Leonard Goss and Carolyn Standford Goss, *The Little Style Guide* (Nashville, TN: Broadman & Holman, 2004), 21.

D. Chapter in an edited book

1. Brendan Phibbs, "Herrlisheim: Diary of a Battle," in *The Other Side of Time* (Boston, MA: Little and Brown, 1987), 163.

E. Journal Article

1. Paul Thompson, "Democracy and Popular Power in Beijing," *Radical America* 22 (September 1988): 22.

F. Electronic Journal Article

1. Patrick Charles et al., "SMART-COP: A Tool for Predicting Needs," *Clinical Infectious Diseases* 47, no. 2 (2008): 377, accessed July 17, 2008, doi:10.1086/589754.

G. Interview

1. Theodore Whapham (faculty, St. Thomas University School of Theology and Ministry), in discussion with author, January 2011.

H. Holy Scripture

1. Orthodox Study Bible New King James Version (Nashville, TN: Thomas Nelson, 2008) Gen. 1:15.

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I. Website

1. "Google Privacy Policy," last modified October 14, 2005, accessed July 19, 2008, http://www.google.com/intl/en/privacypolicy. html.

J. Same as preceding citation

1. Ibid., 333.

**Bibliography Style**:

All sources used in the paper must be listed in the bibliography. They must be listed in alphabetical order.

A. Book

Augustine. *On Christian Doctrine.* Translated by D.W. Roberston Jr. Indianapolis, IN: Bobbs-Merrill, 1958.

B. Book listed under an editor

Young, Glenn, ed. *The Best American Short Plays.* New York, NY: Applause, 2007.

C. E-Book

Austen, Jane. *Pride and Prejudice.* New York, NY: Penguin Classics, 2007. Kindle edition.

D. Book with multiple authors and revised edition

Badd, Florence and James Whitman. *Between Field and Cooking Pot*, rev. ed. Austin, TX: University of Texas Press, 1989.

E. Chapter in an edited book

Phibbs, Brendan. "Herrlisheim: Diary of a Battle," in *The Other Side of Time*, 117-163. Boston, MA: Little and Brown, 1987.

F. Journal Article

Thompson, Paul. "Democracy and Popular Power in Beijing." *Radical America* 22 (September 1988): 22-28.

G. Electronic Journal Article

Charles, Patrick, Rory Wolf, Michael Whitby, et al. "SMART-COP: A Tool for Predicting Needs." *Clinical Infectious Diseases* 47, no. 2 (2008): 375-384, accessed July 17, 2008, doi:10.1086/589754

H. Interview

Normally not listed in the Bibliography

I. Holy Scripture

Orthodox Study Bible. New King James Version. Nashville, TN: Thomas Nelson, 2008.

J. Website

"Google Privacy Policy." Last modified October 14, 2005.vhttp://www.google.com/intl /en/privacypolicy. html.

K. Multiple works by same author

___. *Dictionary of Latin and Greek Theological Terms.* Grand Rapids, MI: Baker Books, 1985.