

Cheat Sheet Chicago Style 16th Edition
Author-Date 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 title page and 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 words such as "thus" or "as follows," which require a colon, and followed by a parenthetical citation.

- B. Block Quote

More than 100 words, no quotation marks, starts a new line, indented from surrounding text on left, begins with a lowercase letter if it continues a sentence and a capital letter if it begins a new sentence, and followed by a parenthetical citation.

Footnotes

When using the Author-Date system with parenthetical citations, the author may use footnotes or endnotes to provide substantive comments for the readers.

Author-Date Parenthetical Citations:

- A. Parenthetical citations follow the information from a source and includes the author or editor's family name, year of publication, and a page number.

- 1. Example for a Book

(Gonzalez 2005, 85).

- 2. Example for a Chapter in a Book

(Garcia Marquez 1988, 44).

- 3. Example of Book with Two or Three Authors or Editors

(Goodman, Waren, and Hope 2004, 356).

- 4. Example of Book with Four or More Authors or Editors

(Carter et al. 2007, 841).

- 5. Example for a Journal Article

(Peace 1947, 76-77).

- 6. Example of Webpage without an Author or Page Numbers

(Google 2008, para. 9).

Reference Style:

All sources used in the paper must be listed in the References except for personal interviews. They must be listed in alphabetical order. DOIs are preferred over URL addresses when available.

- A. Book

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

- B. Book listed under an editor

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

- C. E-Book

Austen, Jane. 1987. *Pride and Prejudice*. New York, NY: Penguin Classics. Kindle edition.

- D. Book with multiple authors

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

Cheat Sheet Chicago Style 16th Edition
Author-Date System
By: Jonathan Roach

E. Chapter in an edited book

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

F. Journal Article

Thompson, Paul. (1988): "Democracy and Popular Power in Beijing." *Radical America* 22 (2): 22-28.

G. Electronic Journal Article

Charles, Patrick, Rory Wolf, Michael Whitby, et al. 1988. "SMART-COP: A Tool for Predicting Needs." *Clinical Infectious Diseases* 47 (2): 375-384, accessed July 17, 2008, doi:10.1086/589754.

H. Interview

Normally not listed in the Bibliography

I. Holy Scripture

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

J. Website

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

K. Multiple works by same author

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