# The Chicago Manual of Style Citation Guide

for Claremont School of Theology

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## Introduction

At Claremont School of Theology, we use *The Chicago Manual of Style*’s notes and bibliography system for citations. On the following pages are guidelines for citing the types of sources students use most frequently and sample citations of these sources. This version of this document is based on the 18th edition of *The Chicago Manual of Style* (*CMS*). Other helpful resources for citing sources are *CMS*’s online [“Citation Quick Guide”](https://www.chicagomanualofstyle.org/tools_citationguide.html) and Kate L. Turabian’s book *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th edition (note that this edition follows the 17th edition of *The Chicago Manual of Style*).

If you have any questions about *CMS*, make an appointment with one of our Writing Support tutors at [claremont.mywconline.com](file:///G:\My%20Drive\CST%20Work\Writing%20Helps\claremont.mywconline.com).

## Formatting

All papers, theses, professional projects, and dissertations should follow the formatting guidelines listed below (unless otherwise indicated by the professor or chairperson).

### Paper Formatting

* 12-point, Times New Roman font in black
* Line spacing should be set for 2.0 (double-spaced) with no extra spaces between paragraphs, except you may use single-spacing (line spacing = 1.0) for block quotations, titles and contents of tables (including the table of contents), figure captions, lists in appendixes, and footnotes.
* One-inch margins on all sides (or 2.54 cm).
* Titles, headings, and subheadings can be centered or aligned with the left margin, and they can be larger, boldfaced, italicized, or underlined (see *CMS* 2.17–2.18, 8.159–61, 8.164, or Turabian A.1.5 and A.2.2.4). Just make sure you are consistent with like elements, i.e., elements at the same heading level.
* Align text with the left margin; do not justify it.
* Indent the first line of a paragraph and the first line of a footnote 0.5 inches (or 1.27 cm).

### Footnote Formatting

* 10–12-point, Times New Roman font in black (fonts in other colors are harder to read)
* Single-spaced (contrary to Turabian, you do not need to put a blank line between footnotes)
* Indent the first line 0.5 inches.
* Superscript footnote numbers in the body text are placed at the end of a sentence (or at the end of a clause), after all punctuation except a dash.
* The footnote number may be superscripted, but put a regular space after it, before the citation.
* All footnotes have a period at the end.
* Footnote numbering begins with 1 for each new chapter in a dissertation.

### Bibliography Formatting

* 12-point, Times New Roman font in black
* Single-space each entry and put a blank line between entries
* Indent second and subsequent lines 0.5 inches (i.e., use a hanging indent).
* All entries have a period at the end.
* Entries should be in alphabetical order (using the letter-by-letter system) according to the first author’s last name (see *CMS* 14.65–14.84 or Turabian 16.2).
* A single-author entry will come before a multiauthor entry that begins with the same name.
* When there are multiple entries by the same author, alphabetize them by the title of the work. You can repeat the author’s name or you can use a 3-em dash (———) in place of the author’s name.
* Your sources should all be in one bibliography (not divided by category).

## General Citation Guidance

**Multiple authors or editors**: Authors or editors appear in the order in which they are listed in the source. When there are two authors or editors, only the first author’s name is inverted (see the Electronic Books section for an example). If there are three to six authors or editors, only list the first one in the footnote, followed by “et al.” However, list all of them in the bibliography. If there are more than six authors or editors, then list the first three in the bibliography, followed by “et al.” (*CMS* 13.78).

For **subsequent citations** of a source that has been fully cited already, Chicago style recommends shortened citations (and discourages the use of *Ibid.*). Generally, a shortened citation consists of an author’s last name and the main title of the work (which is shortened if it is more than four words long), and a page number (if relevant). See *CMS* 13.32–13.37 for guidance on creating shortened citations (including how to shorten long titles).

If you are using titles of works from **languages other than English**, see *CMS* 11.8–11.12 and *CMS* 13.100-13.101 for guidance. *CMS* 11.78–11.145 provides guidance on transliterating languages that do not normally use the Latin alphabet. Yale University has a helpful [“Quick Guide on Citation Style for Chinese, Japanese and Korean Sources”](https://guides.library.yale.edu/c.php?g=296262&p=1974227) for those times you want to use non-Latin characters for titles or authors of sources.

## Books

When you are citing books, use the information on the title page and the copyright page. Sometimes, a title or author’s name may be written one way on the cover and another way on the title page, so use the form given on the title page. For **publisher’s names**, an initial *The* is omitted and *Inc.*, *Ltd.*, *Co.*, *Publishing Co.* and similar extraneous words or abbreviations can be omitted (*CMS* 14.33). If the book was published before 1900, then it is usually preferable to leave out the publisher’s name and provide only the place and date of publication, with a comma following the place (*CMS* 14.31). For the **publication date**, check the title page or the copyright page. The publication date is usually the same as the copyright date, and should not be confused with the date of a subsequent printing or a renewal of copyright (*CMS* 14.41-14.42).

See *CMS* 14.2–14.62 for more information about how to cite books, including multivolume works.

***Footnote***

1 Author’s First and Last Name, *Title of the Book* (Publisher’s Name, publication or copyright year), page number.

1 Marvin A. Sweeney, *Tanak: A Theological and Critical Introduction to the Jewish Bible* (Fortress, 2012), 43.

***Shortened Note (Second and Subsequent Citations)***

2 Author’s Last Name, *Shortened Title of Book*, page number.

2 Sweeney, *Tanak*, 67.

***Bibliography Entry***

Author’s Last Name, First Name. *Title of the Book*. Publisher’s Name, publication or copyright year.

Sweeney, Marvin A. *Tanak: A Theological and Critical Introduction to the Jewish Bible*. Fortress, 2012.

### Chapter or Other Part of an Edited Book

See *CMS* 14.9-14.13.

***Footnote***

1 Author’s First and Last Name, “Title of Chapter,” in *Title of the Book*, ed. Editor’s First and Last Name (Publisher’s Name, date), page number.

1 Roland Faber, “Introduction to Process Theology,” in *Models of God and Alternative Ultimate Realities*, ed. Jeanine Diller and Asa Kasher (Springer, 2013), 313.

***Shortened Note***

2 Author’s Last Name, “Shortened Title of Chapter,” page number.

2 Faber, “Introduction to Process Theology,” 319.

***Bibliography Entry***

Author’s Last Name, First Name. “Title of Chapter.” In *Title of Book*, edited by Editor’s First and Last Name. Publisher’s Name, publication year.

Faber, Roland. “Introduction to Process Theology.” In *Models of God and Alternative Ultimate Realities*, edited by Jeanine Diller and Asa Kasher. Springer, 2013.

### Translated Book

See *CMS* 14.5-14.6.

***Footnote***

1 Author’s First and Last Name, *Title of the Book*, trans. Translator’s First and Last Name (Publisher’s Name, publication year), page number.

1 Paulo Freire, *Pedagogy of the Oppressed*, 30th anniversaryed., trans. Myra Bergman Ramos (Continuum, 2000), 44.

***Shortened Note***

2 Author’s Last Name, *Shortened Title of Book*, page number.

2 Freire, *Pedagogy of the Oppressed*, 101.

***Bibliography Entry***

Author’s Last Name, First Name. *Title of the Book*. Translated by Translator’s First and Last Name. Publisher’s Name, publication year.

Freire, Paulo. *Pedagogy of the Oppressed*. 30th anniversaryed. Translated by Myra Bergman Ramos. Continuum, 2000.

### Book in a Series

Including a series title in a citation can help readers decide whether they want to look up the book or not. It may be necessary to include a series title to aid readers in finding the book; this is often the case with volumes in biblical commentary series. See *CMS* 14.25–14.28 for more information.

***Footnote***

1 Author’s First and Last Name, *Title of the Book*, Series Title volume or number (Publisher’s Name, publication/copyright year), page number.

1 E. A. Speiser, *Genesis*,Anchor Bible 1(Yale University Press, 2021), 49–50.

***Shortened Note***

2 Author’s Last Name, *Shortened Title of Book*, page number.

2 Speiser, *Genesis*, 50.

***Bibliography Entry***

Author’s Last Name, First Name. *Title of the Book*. Series Title volume or number. Publisher’s Publisher’s Name, publication/copyright year.

Speiser, E. A. *Genesis*. Anchor Bible 1.Yale University Press, 2021.

### Sacred Texts

If you are a biblical studies student or you are using a lot of biblical research resources, you may want to consult the latest edition of [*The SBL Handbook of Style*](https://thedtl.on.worldcat.org/oclc/908041220) for guidance on citing ancient sources and using abbreviations for sources.

Usually, references to the Jewish or Christian bibles appear in the text or in a note (*CMS* 14.139). Give the book (abbreviated, see *CMS* 10.50–10.53), the chapter, the verse, and the version (abbreviated, if well known, see *CMS* 10.54). For example: “God said to Moses, ‘I am who I am’” (Exod. 3:14, NRSV). If you use the same version throughout, you can put a note with your first scripture citation that says something like, “All subsequent biblical references will be to the New Revised Standard Version.”

References to other sacred works may be treated similarly. If you are citing a translated or transliterated text, then give the name of the version or translator. See *CMS* 14.141 for more information.

### Electronic Books

Many ebooks have a reflowable format, so they do not have fixed page numbers. In these cases, it is best to cite a chapter number, section heading, or some other marker instead of a page or location number and to give the name of the source or format. If the ebook has a fixed layout (like a PDF), then you do not need to list its source, but if it was obtained through a website, then provide a URL or DOI. Since commercial databases are not freely available to all, do not give a URL for a book obtained through a database; instead, you may name the database through which you accessed the book. (Note that DOI links will always take readers to information about a book or article, if not the whole item). See *CMS* 14.58–14.62 for more information.

***Footnote***

1 Author’s First and Last Name, *Title of Book* (Publisher’s Name, year of publication), page or chap. number, https://www.linkofebookhere.com.

2 Author’s First and Last Name, *Title of Book* (Publisher’s Name, year of publication), page or chap. number, Name of Commercial Database.

3 Author’s First and Last Name, *Title of Book* (Publisher’s Name, year published), chap. number, Source or Format.

1 Joseph Conrad, *Lord Jim*, educational ed. (Doubleday, Doran, 1920), 111, https://www.google.com/books/edition/Lord\_Jim/CqcOAAAAIAAJ?hl=en&gbpv=1.[[1]](#footnote-1)

2 Sheryl A. Kujawa-Holbrook and Fredrica Harris Thompsett, *Born of Water, Born of Spirit: Supporting the Ministry of the Baptized in Small Congregations* (Alban Institute, 2010), chap. 2, ProQuest Ebook Central.

3 Frank Rogers Jr. *Practicing Compassion* (Fresh Air Books, 2015), chap. 3, Kindle.

***Shortened Note***

4 Author’s Last Name, *Shortened Title of Book*, page or chap. number.

5 Author’s Last Name, *Shortened Title of Book*, page or chap. number.

6 Author’s Last Name, *Shortened Title of Book*, chap. number.

4 Conrad, *Lord Jim*, 111.

5 Kujawa-Holbrook and Thompsett, *Born of Water*, chap. 2.

6 Rogers, *Practicing Compassion*, chap. 3.

***Bibliography Entry***

Author’s Last Name, Author’s First Name. *Title of Book*. Publisher’s Name, year published. https://www.linkofebookhere.com/.

Author’s Last Name, Author’s First Name. *Title of Book*. Publisher’s Name, year published. Name of Commercial Database.

Author’s Last Name, Author’s First Name. *Title of Book*. Publisher’s Name, year published. Source or Format.

Conrad, Joseph. *Lord Jim*, educational ed. Doubleday, Doran, 1920. https://www.google.com/books/edition/Lord\_Jim/CqcOAAAAIAAJ?hl=en&gbpv=1.

Kujawa-Holbrook, Sheryl A., and Fredrica Harris Thompsett. *Born of Water, Born of Spirit: Supporting the Ministry of the Baptized in Small Congregations*. Alban Institute, 2010. ProQuest Ebook Central.

Rogers, Frank, Jr. *Practicing Compassion*. Fresh Air Books, 2015. Kindle.

### Reference Works

See *CMS* 14.130–14.132 or Turabian 17.9.1.

***Footnote***

1 Michael C. Astour, “Melchizedek (Person),” in *The Anchor Bible Dictionary*, ed. David Noel Freedman (Doubleday, 1992), 4:685.[[2]](#footnote-2)

2 Wikipedia, “Donatism,” last modified July 18, 2021, 20:43 (UTC), https://en.wikipedia.org/wiki/Donatism.[[3]](#footnote-3)

3 *Merriam-Webster Dictionary*, “queer,” accessed November 17, 2022, https://www.merriam-webster.com/dictionary/queer.[[4]](#footnote-4)

***Shortened Note***

4 Astour, “Melchizedek,” 4:686.

5 Wikipedia, “Donatism.”

6 *Merriam-Webster*, “queer.”

***Bibliography Entry***

Well-known reference works generally do not need to be included in the bibliography. In addition, website content usually does not need to be included in the bibliography.

Astour, Michael C. “Melchizedek (Person).” In *The Anchor Bible Dictionary*, edited by David Noel Freedman, vol. 4. Doubleday, 1992.

## Journal Article

When citing a journal article, a month or season of publication doesn’t need to be included along with the year if both a volume and issue number are given. See *CMS* 14.67–14.86 for more information about citing journal articles.

***Footnote***

1 Author’s First and Last Name, “Title of Article,” *Journal Name* volume number, no. issue number (year of publication): page, DOI or URL.[[5]](#footnote-5)

1 Grace Y. Kao, “Future Directions in Christian Ethics Inspired by Dr. Martin Luther King Jr.’s ‘Radical Revolution of Values,’” *Journal of the Society of Christian Ethics* 44, no. 1 (2024): 12, https://doi.org/10.5840/jsce2024326104.

***Shortened Note***

2 Author’s Last Name, “Shortened Title of Article,” page number.

2 Kao, “Directions in Christian Ethics,” 13.

***Bibliography Entry***

Author’s Last Name, First Name. “Title of Article.” *Journal Name* volume number, no. issue number (year of publication): page range of article. DOI or URL.

Kao, Grace Y. “Future Directions in Christian Ethics Inspired by Dr. Martin Luther King Jr.’s ‘Radical Revolution of Values.’” *Journal of the Society of Christian Ethics* 44, no. 1 (2024): 11–16. https://doi.org/10.5840/jsce2024326104.

## Newspaper or Magazine Article

For a newspaper article, a specific page number can be given in the footnote, but it doesn’t have to be. A section number or section title may be provided. If the title has a period within it, change the period to a colon; if the resulting title is awkward or long, just use the part that works as a main title. It may be appropriate to include a time stamp for an article that was updated as the story unfolded. Even if a magazine is numbered by volume and issue, it is generally okay to cite only its date. The inclusive page numbers of the magazine article may be left out because there often is other material between the pages of the article. See *CMS* 14.89–14.98 for information about newspaper citations and 14.87–14.88 for magazine citations.

***Footnote***

1 Author’s First and Last Name, “Headline,” or column heading, Regular Column Title [if relevant], *Newspaper’s Title*, Publication date, section number [e.g., sec. 1] or section title or name of edition [if relevant], URL.

2 Author’s First and Last Name, “Title of Article,” Regular Department [if relevant], *Magazine’s Title*, Publication date, page number or URL or both.

1 Karen Garcia, “Why Latinos Can Benefit from a Culturally Competent Therapist and How to Find One,” *Los Angeles Times*, December 29, 2021, Lifestyle, https://www.latimes.com/lifestyle/story/2021-12-29/how-to-find-a-culturally-competent-mental-health-professional.

2 Hara Estroff Marano, “Seeing the Light on Vitamin D,” Health, *Psychology Today*, January/February 2016, 29.

***Shortened Note***

3 Author’s Last Name, “Shortened Title,” page number.

4 Author’s Last Name, “Shortened Title,” page number.

3 Garcia, “Culturally Competent Therapist.”

4 Marano, “Seeing the Light,” 30.

***Bibliography Entry***

Newspaper and magazine articles generally do not need to be included in a bibliography, but if they are, they will follow the format below.

Author’s Last Name, First Name. “Title of Article.” Regular Column Title [if relevant]. *Newspaper’s Title*, Publication date. Section number or title or name of edition [if relevant], URL.

Author’s Last Name, First Name. “Title of Article.” Department [if relevant]. *Magazine’s Title*, Publication date. URL.

Garcia, Karen. “Why Latinos Can Benefit from a Culturally Competent Therapist and How to Find One.” Lifestyle. *Los Angeles Times*, December 29, 2021. Lifestyle. https://www.latimes.com/lifestyle/story/2021-12-29/how-to-find-a-culturally-competent-mental-health-professional.

Marano, Hara Estroff. “Seeing the Light on Vitamin D.” Health. *Psychology Today*, January/February 2016, 29–30.

## Reviews

See *CMS* 14.99–14.102, which includes information on citing reviews of books, movies, plays, and the like. The examples below are for a book review.

***Footnote***

1 Review Author’s First and Last Name, “Title of Review [if present],” review of *Book Title*, by Book Author’s First and Last Name, *Name of Review Publisher* [continue citation according to type of source].

1 Sinai Chung, review of *A Postcolonial Self: Korean Immigrant Theology and Church*, by Hee An Choi, *Religious Education* 111, no. 2 (2016): 223.

***Shortened Note***

2 Review Author’s Last Name, “Title of Review,” page number.

2 Chung, review of *A Postcolonial Self*, 224.

***Bibliography Entry***

Review Author’s Last Name, First Name. “Title of Review [if present].” Review of *Book Title*, by Book Author’s First and Last Name. *Name of Review Publisher* [continue citation according to type of source].

Chung, Sinai. Review of *A Postcolonial Self: Korean Immigrant Theology and Church*, by Hee An Choi. *Religious Education* 111, no. 2 (2016): 223–24.

## Thesis or Dissertation

See *CMS* 14.113 or Turabian 17.7.1.

***Footnote***

1 Author’s First and Last Name, “Thesis or Dissertation Title” (type of work, Academic Institution’s Name, year), page number, URL or Name of Database (identification number from database).

1 Marlene Mayra Ferreras, “Sabidurías Insurgentes: Toward a North American Indigenized Pastoral Theology” (PhD diss., Claremont School of Theology, 2019), 110, https://archive.org/details/FerrerasDissertation/page/n2/mode/2up.

***Shortened Note***

2 Author’s Last Name, “Shortened Title,” page number.

2 Ferreras, “Sabidurías Insurgentes,” 125.

***Bibliography Entry***

Author’s Last Name, First Name. “Thesis or Dissertation Title.” PhD diss. or master’s thesis, Academic Institution’s Name, year. Electronic source information.

Ferreras, Marlene Mayra. “Sabidurías Insurgentes: Toward a North American Indigenized Pastoral Theology.” PhD diss., Claremont School of Theology, 2019. https://archive.org/details/FerrerasDissertation/page/n2/mode/2up.

## Web Pages and Blog Posts

See *CMS* 14.103–14.105, 8.193–8.194.

When citing a web page, include as much information as possible. Give the title or a description of the web page, the title or a description of the website as a whole, the owner or sponsor of the site, a publication date or the date of the most recent revision or update, and a URL. Titles of websites are only italicized if they share their “name with the title of a publication that is normally italicized or is in a category (e.g., a periodical or book) that would normally be italicized” (*CMS* 14.103). If a publication or revision date is unavailable, then include an access date.

If the content resembles another type of source (like a newspaper or magazine article), then use that source’s citation format as a guide. This is true for blog posts, which are cited like news articles. If a blog is part of a larger publication, then include the title of that publication.

***Footnote***

1 Author, “Web Page Title,” Website Title, Owner of the Site, date, URL.

1 “Mission, Vision & History,” Claremont School of Theology, accessed October 9, 2024, https://cst.edu/about/mission-vision-history/.

2 Ashutosh Jogalekar, “Stephen Hawking’s Advice for Twenty-First Century Grads: Embrace Complexity,” *The Curious Wavefunction* (blog), *Scientific American*, April 23, 2013, https://blogs.scientificamerican.com/the-curious-wavefunction/stephen-hawkings-advice-for-twenty-first-century-grads-embrace-complexity/.

***Shortened Note***

3 Author or Website Title, “Web Page Title.”

3 Claremont School of Theology, “Mission, Vision & History.”

4 Jogalekar, “Stephen Hawking’s Advice.”

***Bibliography Entry***

Website content, including blog posts, usually does not need to be included in the bibliography; it is enough to cite it in a footnote or in the text. If it is something that you cite more than once, you may decide to include it in the bibliography.

Author, Owner, or Sponsor of Website. “Web Page Title.” Website Title. Date. URL.

Claremont School of Theology. “Mission, Vision & History.” Accessed October 9, 2024. https://cst.edu/about/mission-vision-history/.

Jogalekar, Ashutosh. “Stephen Hawking’s Advice for Twenty-First Century Grads: Embrace Complexity.” *The Curious Wavefunction* (blog). *Scientific American*, April 23, 2013. https://blogs.scientificamerican.com/the-curious-wavefunction/stephen-hawkings-advice-for-twenty-first-century-grads-embrace-complexity/.

## Social Media Content

See *CMS* 14.106–14.107. Note that these guidelines only apply to content shared publicly. Private content is treated like a form of personal communication. Because social media content can be edited or deleted, it is wise to keep a copy of anything you cite. If deleted content is cited, note that deletion in parentheses at the end of the citation.

“Posts and comments shared on social media are usually mentioned or cited in the text or in a note. . . . Because such content is typically brief and often informal, it is not usually listed in a bibliography” (*CMS* 14.106). “Citations in the notes should include enough text from the original post to identify it (up to 280 characters, including spaces, and retaining any emojis). Add a URL to the end of the citation” (*CMS* 14.106). Comments on a social media post can just be included in the text with a reference to the original post.

***Text Example***

Conan O’Brien’s tweet was characteristically deadpan: “In honor of Earth Day, I’m recycling my tweets” (@ConanOBrien, April 22, 2015).

***Footnote***

1 Pete Souza (@petesouza), “President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit,” Instagram photo, April 1, 2016, https://www.instagram.com/p/BDrmfXTtNCt/.

2 Chicago Manual of Style (@Chicago Manual), “Is the world ready for singular they? We thought so back in 1993,” Facebook, April 17, 2015, https://www.facebook.com/ChicagoManual/posts/10152906193679151.

***Shortened Note***

3 Souza, “President Obama.”

4 Chicago Manual of Style, “Singular they?”

***Bibliography Entry***

Chicago Manual of Style. “Is the world ready for singular they? We thought so back in 1993.” Facebook, April 17, 2015. https://www.facebook.com/ChicagoManual/posts/10152906193679151.

## Videos

See *CMS* 14.161–14.169 or Turabian 17.10.3–17.10.3.7 for guidelines on citing multimedia content, including various types of recordings, podcasts, and video games. “Most content on YouTube is created not by YouTube but by someone else, so the key to citing a YouTube video is to provide details for the item itself (by doing additional research if necessary). Then you can fill in the details related to YouTube (at the very least by including a URL). . . . The details of the citation will vary depending on the type of source and the focus of your research.”[[6]](#footnote-6) If you are citing a digital version of a source published in a different medium, you should provide information about the original source. Including the length of the video is optional. In a note, a specific timestamp or range may be listed to help readers find the location in the video to which you are referring.

***Footnote***

1 Author’s First and Last Name, “Video Title,” Additional information, posted Date, by Poster, YouTube, video length or timestamp(s), URL.

1 “Prostration and Refuge Practice,” group practice during Mahamudra Transmission at Palpung Sherabling Monastic Seat, 2017, posted November 1, 2017, by Palpung PAVA, YouTube, 2 min., 57 sec., www.youtube.com/watch?v=d8dfwA3gHBk.

2 “Wall Street 30th Anniversary | ‘Greed Is Good’ Trailer | 20th Century FOX,” trailer for *Wall Street*, written by Stanley Weiser and Oliver Stone, directed by Oliver Stone (1987; Twentieth Century Fox Home Entertainment, 2017), posted December 13, 2017, by 20th Century Studios, YouTube, 1 min., 11 sec., https://www.youtube.com/watch?v=Q21U6TxveU0&list=PPSV.

***Shortened Note***

3 Author’s Last Name, “Shortened Video Title,” Timestamp(s).

3 “Prostration and Refuge Practice,” 1:55.

4 “Wall Street 30th Anniversary,” 0:15.

***Bibliography Entry***

Author’s Last Name, First Name. “Video Title.” Additional information. Posted Date, by Poster. YouTube, video length. URL.

“Prostration and Refuge Practice.” Group practice during Mahamudra Transmission at Palpung Sherabling Monastic Seat, 2017. Posted November 1, 2017, by Palpung PAVA. YouTube, 2 min., 57 sec. www.youtube.com/watch?v=d8dfwA3gHBk.

“Wall Street 30th Anniversary | ‘Greed Is Good’ Trailer | 20th Century FOX.” Trailer for *Wall Street*, written by Stanley Weiser and Oliver Stone, directed by Oliver Stone. 1987; Twentieth Century Fox Home Entertainment, 2017. Posted December 13, 2017, by 20th Century Studios. YouTube, 1 min., 11 sec. https://www.youtube.com/watch?v=Q21U6TxveU0&list=PPSV.

## Personal Communications

See *CMS* 14.111. References to personal communications received by the author (letters, emails, texts, phone calls, face-to-face conversations, etc.) are usually run in to the text or given in a note; they are rarely included in the bibliography. Use the following footnote format for communications between yourself and someone else.

***Footnote***

1 Communicator, form of communication to author, date.

1 Julio Gomez, Facebook direct message to author, August 1, 2017.

2 Kathy Black, email message to author, September 15, 2019.

## Interviews

See *CMS* 14.108–14.110. Unpublished interviews are usually just cited in the text or in notes. Citations of unpublished interviews should include the name of the person interviewed, brief identifying information (if appropriate), the name of the interviewer, the place or date of the interview (or both, if known), and where a transcript or recording might be found if it is available. If you are quoting people you interviewed as part of your qualitative research study, you do not need to cite them in footnotes or the bibliography. Published or broadcast interviews can usually be treated like an article in a periodical.

***Footnote***

1 Duane Bidwell, “When One Religion Isn’t Enough: A Presbyterian Minister and Practicing Buddhist Shares What It Means to Be Spiritually Fluid,” interview by Larry Mantel, *AirTalk*, 89.3KPCC, February 4, 2019, https://www.scpr.org/programs/airtalk/2019/02/04/64150/when-one-religion-isn-t-enough-a-presbyterian-mini/.

***Shortened Note***

2 Bidwell, “When One Religion Isn’t Enough.”

***Bibliography Entry***

Bidwell, Duane. “When One Religion Isn’t Enough: A Presbyterian Minister and Practicing Buddhist Shares What It Means to Be Spiritually Fluid.” Interview by Larry Mantel. *AirTalk*, 89.3KPCC, February 4, 2019. https://www.scpr.org/programs/airtalk/2019/02/04/64150/when-one-religion-isn-t-enough-a-presbyterian-mini/.

## Syllabus, Lecture, Class Discussion, or Course Resource

If you are citing a class lecture, include your professor’s name, the title or subject of the lecture, the course’s name, and the location and date of the lecture. For a class discussion, use the speaker’s name instead of the professor’s name and give the subject of the discussion.

***Footnote***

1 Professor’s First and Last Name, Name of the Course (syllabus, Name of Institution, City, State, Date), page.

2 Lecturer’s First and Last Name, “Title or Subject of the Lecture,” Name of the Course (class lecture/discussion/resource, Name of Institution, Location, Date).

1 B. Yuki Schwartz, “Formation: Spiritual Practices” (syllabus, Claremont School of Theology, Los Angeles, CA, Fall 2024), 3.

2 Wm. Andrew Schwartz, “What Is God Like? (Doctrine of God—Part 1),” Constructive Theology (week 2 lecture slides, Claremont School of Theology, Populi, September 2–6, 2024), slide 3.

***Shortened Note***

3 Professor’s Last Name, Title of the Course, page.

4 Lecturer’s Last Name, “Title or Subject of Lecture.”

3 Schwartz, “Formation,” 20.

4 Schwartz, “What Is God Like,” slide 4.

***Bibliography Entry***

Professor’s Last Name, First Name. Name of the Course. Syllabus, Name of Institution, City, State, Date.

Lecturer’s Last Name, First Name. “Title of the Lecture.” Name of the Course. Class lecture at Name of Institution, Location, Date.

Schwartz, B. Yuki. “Formation: Spiritual Practices.” Syllabus, Claremont School of Theology, Los Angeles, CA, Fall 2024.

Schwartz, Wm. Andrew. “What Is God Like? (Doctrine of God—Part 1).” Constructive Theology. Week 2 lecture slides, Claremont School of Theology, Populi, September 2–6, 2024.

1. If possible, you want to find a copy of the book online that has scanned the pages of a printed text. Then you can cite an actual page number (and the URL isn’t strictly necessary). Otherwise, you will need to cite some other marker. [↑](#footnote-ref-1)
2. The number 4 is the volume number, and 685 is the page number. [↑](#footnote-ref-2)
3. Since Wikipedia entries change frequently, it is appropriate to use a time stamp in addition to the date last modified. [↑](#footnote-ref-3)
4. Since *Merriam-Webster* has a print dictionary in addition to the online dictionary, the title is italicized. [↑](#footnote-ref-4)
5. When you are citing a journal article found online, provide a DOI link if one is available. [↑](#footnote-ref-5)
6. “Citation, Documentation of Sources,” Style Q&A, *The Chicago Manual of Style* Online, accessed January 9, 2022, https://www.chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0359.html. [↑](#footnote-ref-6)