

Frequently Asked Questions:
Chicago Manual of Style

(All page numbers are from *Form & Style*, 13th edition unless otherwise noted.)

I recommend that all students skim through the first half of *Form & Style*, Turabian, or *Chicago Manual of Style (CMS)* before writing their first papers. The CST faculty recommends the footnote/bibliography system of documentation rather than the reference list (author/date) form. *Chicago Manual of Style*, 16th Edition, is the ultimate authority; Slade's *Form & Style* and Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, 8th Edition, are abbreviated versions prepared for writers of research papers and dissertations. Look carefully at the **sample title page** and **bibliographies** in Turabian on pages 377 and 402-403. Also, compare **footnotes and bibliographic entries** for the same source and see how they are **different**. Both the Writing Center and the Claremont School of Theology Library Staff are happy to help with questions. However, students should take responsibility for learning CMS during their first semester. Examples for every possible source are not given. Sometimes writers must combine examples to fit a particular source. The correct order may vary slightly, but the general order follows 17.17 in *CMS*.

1. How do I cite a **lecture?**

See p. 165, 198-99. Include the name of the speaker, a title, the location, and the date.

2. How do I cite online sources and web pages? **Note: Changes in the 16th edition!**

An important principle here is that the date of the web site, **the date the web site was accessed**, and the web address, as well as the author of the web page, if given, must appear. If there is no author, use the title of the website or the name of its owner or sponsor.

For example (footnote):

2. Campbell, Brown, "Consequentialize This," *Ethics* 121, no. 4 (July 2011): 752, accessed August 29, 2011, <http://dx.doi.org/10.1086/660606>.

Example 2 (bibliographic entry):

Claremont School of Theology. "Parenting, Teaching, and Living in a Violent World: A Pacifist's View." October 4, 2013. Accessed October 16, 2013. <http://www.cst.edu/news/2013/10/04/parenting-teaching-and-living-in-a-violent-world/>.

Note that "accessed" is capitalized in a bibliographic entry, but not in a footnote.

3. How do I cite a **quote taken from a book, article, or web site by a different author?**

See p. 139-40 and 172-73.

For example (footnote):

3. Pontius the Dean, "The Life and Passion of Cyprian, Bishop and Martyr 1.3, quoted in Roger E. Olson, *The Story of Christian Theology* (Downer's Gove, Ill.: InterVarsity, 1999), 116.

4. How do I cite the same source in a second footnote (subsequent reference**)?**

Although *Ibid.* is allowed, it is preferable to use the last name of the author and page number in case the footnote gets moved to a different page when revising. "The abbreviation *ibid.* (from *ibidem*, "in the same place") usually refers to a single work **cited in the note immediately preceding.**"¹

5. How do I cite an **article within a book that is translated and edited?**

See p. 172-75. Look up the relevant examples in *Form & Style*, Turabian, or *Chicago Manual of Style* and combine examples to fit your source.

For example (footnote):

4. Georgia Perkins, "Women in the New Testament," in *Peoples of the New Testament*, ed. Johann Strauss, trans. Geoffrey Green (New York: Houghton Mifflin, 2001), 156.

¹The Chicago Manual of Style Online, "14.29 *Ibid.*" 2010, accessed October 16, 2013, http://www.chicagomanualofstyle.org/16/ch14/ch14_sec029.html

6. How do I cite a book or article that I read in a **language other than English**?

See Turabian, p. 237, or 17.64-5, *CMS*. An English translation of the title enclosed in brackets or parentheses without italics or quotation marks follows the original title.

For example (bibliographic entry):

Chang, Ip-Moon. *T'oegye chorhak ipmoon* [Introduction to T'oegye's philosophy]. Seoul: T'oegyehak yunguwon, 1990.

7. How do I cite **versions of the Bible or other sacred works**?

See p. 156 and p. 184-85. If all quotations and references are from the same version, a footnote to the first citation should read, e.g. All Bible references are to the New Revised Standard Version. If most use the same version, a footnote accompanying the first reference should read, e.g. Unless otherwise indicated all Bible references in this paper are to the New Revised Standard Version. If many different versions are used, standard abbreviations for common versions can be put in parentheses next to the reference within the text and no footnote is needed, e.g. (2 Pet. 1:2, NRSV). The names of versions of the Bible and books of the Bible are not italicized. Similarly, one should give standard chapter and verse for other sacred works, e.g. (Qur'an 2:30-31).

8. How do I cite a **handout** given in class? See p. 192-93.

9. How do I know when to **capitalize** religious words?

The *Chicago Manual of Style* recommends "capitalizing only what are clearly proper nouns and adjectives in the context under discussion."² For example, the Lord, Yahweh, Judaism, Muhammad, and the Prophet are capitalized, but the apostles, parable, and heaven are not. *Church* is capitalized only when part of a name, e.g. The United Methodist Church. See sections 8.90-8.110 (pages 426-433), *Chicago Manual of Style*, 16th edition.

10. Do I underline or italicize the **titles of books or journals**?

Now that it's easy to italicize, italics are preferred.

11. How do I use **foreign words and phrases** in my paper?

See Turabian, 22.2.1. Foreign words and phrases should be italicized unless they are in common English use. A dictionary will help you distinguish. If a **definition** follows, the definition is enclosed in quotation marks or parentheses.

For example: "In 1 Timothy, the author calls some widows *phlyaroi* (peddlers)."³

12. How do I cite a Bible dictionary or Bible commentary?

For example (footnote):

12. J. L. Houlden, "Lord's Prayer," in *Anchor Bible Dictionary*, ed. David Noel Freedman (New York: Doubleday, 1992), 4:356-57.

For example (bibliographic entry):

Perkins, Pheme. "The Gospel of Mark: Introduction, Commentary, and Reflections." In *The New Interpreter's Bible*, ed. Leander E. Keck, 8:648-49. Nashville: Abingdon Press, 1992.

13. How do I write a footnote for a book read using Kindle or other ebooks? See Turabian, p. 181 (17.1.10).

For example:

8. Malcolm Gladwell, *Outliers: The Story of Success* (Boston: Little, Brown, 2008), 193, Kindle.

² *Chicago Manual of Style*, 15th ed. (Chicago: University of Chicago Press, 2003), 426.

³ Elaine Walker, "Guidelines for Use of Non-English Titles, Words and Phrases in Projects and Dissertations," *handout* (Claremont, California: Claremont School of Theology Library), 2.