

Chicago Manual of Style Citation Guide

The Writing & Speech Center
Claremont School of Theology

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Basics of CMS

At Claremont School of Theology, we use Chicago Manual of Style, Notes and Bibliography format for citations. All papers, theses, projects, and dissertations should follow the same general guidelines (unless otherwise indicated by the professor/advisor):

Paper Formatting

- 12 pt. font, Times New Roman, black
- Double spaced
- 1” margins on all sides
- Headings and sub-headings can be larger, underlined, bold, etc. as needed (see CMS 17th ed. section 2.17-2.18)
- One space between sentences

Footnote Formatting

- 10-12 pt. font, Times New Roman, black
- Single spaced
- Indent first line .25-.5”
- Superscript numbers in the body text come at the end of a sentence, after all punctuation
- All footnotes have a period at the end.

Bibliography Formatting

- 12 pt. font, Times New Roman, black
- Single spaced entries, with a double space between each entry
- Indent second and subsequent lines .25-.5”
- All entries have a period at the end.
- Alphabetical order by first author’s last name (see section 14.66 for multiple authors)
- All sources cited and those which were pertinent are included in one Bibliography

On the following pages are instructions on citations as well as samples for the types of sources students encounter most frequently. This version of this document is based on the 17th edition of the manual. All students have access to the full manual online at chicagomanualofstyle.org. If you have any questions about CMS, make an appointment with one of our tutors at the Writing Center at claremont.mywconline.com.

Books

14.100-14.102¹

Note

¹ Author's First and Last name, *Title of the Book* (Publisher Location: Publisher Name, Date), page number.

Shortened Note (2nd and subsequent citations)

¹ Author's Last name, *Title of the Book*, page number.

Bibliography Entry

Author's Last name, First name. *Title of the Book*. Publisher Location: Publisher Name, Date.

Chapter or other part of an edited book

14.106-14.112

Note

¹ Author's First and Last name, "Title of chapter" in *Title of the book*, ed. Editor's First and Last name (Publisher location: Publisher name, Date), Page number.

Shortened note

¹ Author's Last name, "Title of Chapter," Page number.

Bibliography entry

Author's last name, First name. "Title of Chapter." In *Title of Book*, edited by Editor's First and Last name, Page number. Publisher location: Publisher Name, Date.

Translated book

14.104

Note

¹ Author First and Last Name, *Title of Book*. trans. Translator First and Last name (Publisher location: Publisher name, Date), Page number.

Shortened note

2. Author's Last name, *Title of books*, Page number.

¹ Numbers underneath titles indicate the section numbers in *The Chicago Manual of Style*, 17th ed.

Bibliography entry

Author's Last name, First name. *Title of Book*. Translated by Translator's First and Last name.
Publisher location: Publisher name, Date.

E-book

14.159-14.163

For books consulted online, include a URL or the name of the database. For other types of e-books, name the format. If no fixed page numbers are available, cite a section title or a chapter or other number in the notes, if any (or simply omit).

Notes

1. Author's First and Last Name, *Title of Book* (City Published: Publisher name, Year of publication), page number, <http://www.linkofebookhere.com>.

2. Editor's First and Last Name, eds., *Title of Book* (City published: Publisher name, Year of publication), chap. #, doc. #, <http://www.linkofebookhere.com>.

3. Author's first and last name, *Title of Book* (City published: Publisher name, Year published), Page #, ProQuest Ebrary.

4. Author's First and Last name, *Title of Book* (City published: Publisher name, Year published), chap. #, Kindle.

Shortened notes

5. Author's Last name, Shortened *Title of Book*, Page number.

6. Editor's Last name, Shortened *Title of Book*, chap. #, doc. #.

7. Author's Last name, Shortened *Title of Book*, Page number.

8. Author's Last name, Shortened *Title of Book*, Page number.

Bibliography entries examples (in alphabetical order)

Author's Last name, Author's First name. *Title of Book*. City published: Publisher name, Year published. Kindle.

Author's Last name, Author's First name. *Title of Book*. City published: Publisher name, Year published. ProQuest Ebrary.

Editor Last name, Editor First name, eds. *Title of Book*. City published: Publisher name, Year published. <http://www.linkofebookhere.com/>.

Journal Article

14.168-14.187

In a note, cite specific page numbers. In the bibliography, include the page range for the whole article. For articles consulted online, include a URL or the name of the database. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins <https://doi.org/>. This URL is preferable to the URL that appears in your browser's address bar.

Notes

1. Author's First and Last name, "Title of Article," Journal Publication Name Edition #, no. # (Month and Year of Publication): Page #.

2. Editor First and Last name, "Title of Article," Journal Publication Name Edition #, no. # (Time Period and Year published): page number, <https://doi.org/10.1086/690235>.

Shortened notes

4. Author's Last name, "Shortened Title of Article," Page number.

5. Editor's Last name(s), "Shortened Title of Article," Page number.

Bibliography entries

Editor's Last name, First name. "Title of Article." *Journal Publication name* Edition #, no. # (Month and Year of Publication): Page number. <https://doi.org/10.1086/690235>.

Authors last name, First name. "Title of Article." *Journal Publication name* Edition #, no. # (Month and Year of Publication): Page number. Source.

Journal articles often list many authors, especially in the sciences. If there are four or more authors, list up to ten in the bibliography; in a note, list only the first, followed by et al. ("and others"). For more than ten authors (not shown below), list the first seven in the bibliography, followed by et al.

Note

7. Rachel A. Bay et al., "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures." *American Naturalist* 189, no. 5 (May 2017): 465, <https://doi.org/10.1086/691233>.

Shortened note

8. Bay et al., "Predicting Responses," 466.

Bibliography entry

Bay, Rachael A., Noah Rose, Rowan Barrett, Louis Bernatchez, Cameron K. Ghalambor, Jesse R. Lasky, Rachel B. Brem, Stephen R. Palumbi, and Peter Ralph. "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures," *American Naturalist* 189, no. 5 (May 2017): 463–73. <https://doi.org/10.1086/691233>.

News or magazine article

14.188-14.208

Articles from newspapers or news sites, magazines, blogs, and the like are cited similarly. Page numbers, if any, can be cited in a note but are omitted from a bibliography entry. If you consulted the article online, include a URL or the name of the database.

Notes

1. Rebecca Mead, "The Prophet of Dystopia," *New Yorker*, April 17, 2017, 43.
2. Farhad Manjoo, "Snap Makes a Bet on the Cultural Supremacy of the Camera," *New York Times*, March 8, 2017, <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.
3. Rob Pegoraro, "Apple's iPhone Is Sleek, Smart and Simple," *Washington Post*, July 5, 2007, LexisNexis Academic.
4. Tanya Pai, "The Squishy, Sugary History of Peeps," *Vox*, April 11, 2017, <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.

Shortened notes

5. Mead, "Dystopia," 47.
6. Manjoo, "Snap."
7. Pegoraro, "Apple's iPhone."
8. Pai, "History of Peeps."

Bibliography entries (in alphabetical order)

Manjoo, Farhad. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times*, March 8, 2017. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

Mead, Rebecca. "The Prophet of Dystopia." *New Yorker*, April 17, 2017.

Pai, Tanya. "The Squishy, Sugary History of Peeps." *Vox*, April 11, 2017. <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.

Pegoraro, Rob. "Apple's iPhone Is Sleek, Smart and Simple." *Washington Post*, July 5, 2007. LexisNexis Academic.

Readers' comments are cited in the text or in a note but omitted from a bibliography.

Note

9. Eduardo B (Los Angeles), March 9, 2017, comment on Manjoo, "Snap."

Book review

14.202

Note

1. Michiko Kakutani, "Friendship Takes a Path That Diverges," review of *Swing Time*, by Zadie Smith, *New York Times*, November 7, 2016.

Shortened note

2. Kakutani, "Friendship."

Bibliography entry

Kakutani, Michiko. "Friendship Takes a Path That Diverges." Review of *Swing Time*, by Zadie Smith. *New York Times*, November 7, 2016.

Interview

14.211-14.214

Note

1. Kory Stamper, "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English," interview by Terry Gross, *Fresh Air*, NPR, April 19, 2017, audio, 35:25, <http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english>.

Shortened note

2. Stamper, interview.

Bibliography entry

Stamper, Kory. "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English." Interview by Terry Gross. *Fresh Air*, NPR, April 19, 2017. Audio, 35:25.

<http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english>.

Thesis or dissertation

14.215

Note

1. Cynthia Lillian Rutz, “King Lear and Its Folktale Analogues” (PhD diss., University of Chicago, 2013), 99–100.

Shortened note

2. Rutz, “King Lear,” 158.

Bibliography entry

Rutz, Cynthia Lillian. “King Lear and Its Folktale Analogues.” PhD diss., University of Chicago, 2013.

Website content

14.205-14.210

Notes

1. “Privacy Policy,” Privacy & Terms, Google, last modified April 17, 2017, <https://www.google.com/policies/privacy/>.

2. “About Yale: Yale Facts,” Yale University, accessed May 1, 2017, <https://www.yale.edu/about-yale/yale-facts>.

3. Katie Bouman, “How to Take a Picture of a Black Hole,” filmed November 2016 at TEDxBeaconStreet, Brookline, MA, video, 12:51, https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.

Shortened notes

4. Google, “Privacy Policy.”

5. “Yale Facts.”

6. Bouman, “Black Hole.”

Bibliography entries (in alphabetical order)

Bouman, Katie. “How to Take a Picture of a Black Hole.” Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51. https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.

Google. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017.
<https://www.google.com/policies/privacy/>.

Yale University. "About Yale: Yale Facts." Accessed May 1, 2017. <https://www.yale.edu/about-yale/yale-facts>.

Social media content

14.209

Citations of content shared through social media can usually be limited to the text (as in the first example below). A note may be added if a more formal citation is needed. In rare cases, a bibliography entry may also be appropriate. In place of a title, quote up to the first 160 characters of the post. Comments are cited in reference to the original post.²

Text Example

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

Notes

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, "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 notes

3. Souza, "President Obama."

4. Michele Truty, April 17, 2015, 1:09 p.m., comment on 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>.

² "Social Media Content," Citation Quick Guide, accessed January 15, 2019,
https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html#cg-website.

Personal communication

14.214

Personal communications (letters, emails, texts, etc.) do not need to be included in the Bibliography. Note that a personal communication is different from an interview done via email, messenger, etc.

Note

1. Sam Gomez, Facebook message to author, August 1, 2017.

Lecture

14.217

Note

1. Lecturer's First and Last name, "Title of lecture or class" (lecture, Name of Institution, city, state, date).

Shortened Note

1. Lecturer's Last name, "Title of lecture or class."

Bibliography Entry

Lecturer's Last name, First name. "Title of lecture." Lecture presented at Title of Institution, city, state, date.