# 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 sources and sample citations of the types of sources students use most frequently. This version of this document is based on the 17th edition of [*The Chicago Manual of Style*](chicagomanualofstyle.org) (*CMOS*). Other helpful resources for citing sources are *CMOS*’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 ed.

If you have any questions about *CMOS*, make an appointment with one of our Writing Support tutors at <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 *CMOS* 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 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.

### 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 by the first author’s last name (see *CMOS* 14.65–14.84).
* Your sources should all be in one bibliography (not divided by category).

## General Guidance

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 a shortened version of the title (if the title is more than four words long). See *CMOS* 14.29–14.34 for guidance on using shortened citations (including how to shorten long titles).

 If you are using titles of works from **languages other than English**, see *CMOS* 11.6–11.10 and *CMOS* 14.98–99 for guidance. *CMOS* 11.71–11.110 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 (*CMOS* 14.134). For the **place of publication**, only use the first city listed on the title page or look at the copyright page for the location of the publisher’s main editorial offices. If the city of publication is widely known and won’t be confused with another city of the same name, then a state abbreviation is not needed. Otherwise, use the two-letter postal abbreviation for state names along with the city of publication. 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 (*CMOS* 14.142-143).

See *CMOS* 14.100–126, 14.127–14.157 for more information about how to cite books, including multivolume works and series. *CMOS* 14.72–14.84 discusses how to cite authors, 14.85–14.99 discusses titles, and 14.127–46 discusses facts of publication.

***Note***

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

1 Marvin A. Sweeney, *Tanak: A Theological and Critical Introduction to the Jewish Bible* (Minneapolis: 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 Location: Publisher’s Name, publication/copyright year.

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

### Chapter or Other Part of an Edited Book

See *CMOS* 14.107-14.111.

***Note***

1 Author’s First and Last Name, “Title of Chapter,” in *Title of the Book*, ed. Editor’s First and Last Name (Publisher’s Location: 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 (Dordrecht, Neth.: 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, page range of chapter. Publisher’s Location: 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, 311-21. Dordrecht, Neth.: Springer, 2013.

### Translated Book

 See *CMOS* 14.103–4.

***Note***

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

1 Paulo Freire, *Pedagogy of the Oppressed*, 30th anniv.ed., trans. Myra Bergman Ramos (New York: 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 Location: Publisher’s Name, publication year.

Freire, Paulo. *Pedagogy of the Oppressed*. 30th anniv.ed. Translated by Myra Bergman Ramos. New York: Continuum, 2000.

### Electronic Books

Many e-books do not have fixed page numbers; in other words, the page numbers may vary based on the device or application they are viewed on or in. In these cases, it is best to cite a chapter number, section heading, or some other marker instead of a page or location number. Also, since databases and the like are not freely available to all, the platform through which you accessed the book should be listed, not the URL. In other words, if someone else cannot access information about the book by going to the URL, do not give a URL (note that DOI links will always take readers to information about a book or article, if not the whole item). See *CMOS* 14.100, 14.159–63, 14.6–18, 14.137 for more information.

***Note***

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

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

3 Author’s First and Last Name, *Title of Book* (Publisher’s Location: Publisher’s Name, year published), chap. number, Kindle.

1 Joseph Conrad, *Lord Jim*, educational ed. (Garden City, NY: Doubleday, Doran & Company, 1920), 111, https://www.google.com/books/edition/Lord\_Jim/CqcOAAAAIAAJ?hl=en&gbpv=1.[[2]](#footnote-2)

2 Louis Dupré and James A. Wiseman, “General Introduction,” in *Light from Light: An Anthology of Christian Mysticism*, 2nd ed., ed. Louis Dupré and James A. Wiseman (New York: Paulist Press, 2001), sec. 2, EBSCOhost.

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

***Shortened note***

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

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

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

4 Conrad, *Lord Jim*, 111.

5 Dupré and Wiseman, “General Introduction,” sec. 2.

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

***Bibliography entry***

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

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

Author’s Last Name, Author’s First Name. *Title of Book*. Publisher’s Location: Publisher’s Name, year published. Kindle.

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

Dupré, Louis, and James A. Wiseman. “General Introduction.” in *Light from Light: An Anthology of Christian Mysticism*, 2nd ed., edited by Louis Dupré and James A. Wiseman. New York: Paulist Press, 2001). EBSCOhost.

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

### 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 *CMOS* 14.123–26 for more information.

***Note***

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

1 Gerhard von Rad, *Genesis: A Commentary*, rev. ed., Old Testament Library(Philadelphia: Westminster Press, 1972), 49-50.

***Shortened note***

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

 2 von Rad, *Genesis*, 50.

***Bibliography entry***

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

von Rad, Gerhard. *Genesis: A Commentary*. Rev. ed. Old Testament Library.Philadelphia: Westminster Press, 1972.

### 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/search/detail/908041220?queryString=sbl%20handbook%20of%20style) 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. Give the book (abbreviated, see *CMOS* 10.45 for two styles of abbreviation), the chapter, the verse, and the version (abbreviated, if well known). 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. See *CMOS* 14.239–41 for more information.

### Reference Works

See *CMOS* 14.232-34 or Turabian 17.9.1.

***Note***

1 Michael C. Astour, “Melchizedek (Person),” in *The Anchor Bible Dictionary*, ed. David Noel Freedman (New York: Doubleday, 1992), 4:685.[[3]](#footnote-3)

2 Wikipedia, s.v. “Donatism,” last modified July 18, 2021, 20:43, https://en.wikipedia.org/wiki/Donatism.[[4]](#footnote-4)

3 *Merriam-Webster Dictionary*, s.v. “queer,” accessed November 17, 2022, https://www.merriam-webster.com/dictionary/queer.[[5]](#footnote-5)

***Shortened note***

4 Astour, “Melchizedek,” 4:686.

5 Wikipedia, s.v. “Donatism.”

6 *Merriam-Webster*, s.v. “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, 4: 684–86. New York: Doubleday, 1992.

## Journal Article

 See *CMOS* 14.166–87.

***Note***

1 Author’s First and Last Name, “Title of Article,” *Journal Name* volume number, no. issue number (Month/Season and year of publication): page, DOI or URL.[[6]](#footnote-6)

1 Duane Bidwell, “Maturing Religious Experience and the Postmodern Self,” *Pastoral Psychology* 49, no. 4 (March 2001): 280, https://doi.org/10.1023/A:1004867421215.

***Shortened note***

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

2 Bidwell, “Maturing Religious Experience,” 286.

***Bibliography entry***

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

Bidwell, Duane. “Maturing Religious Experience and the Postmodern Self.” *Pastoral Psychology* 49, no. 4 (March 2001): 277-290. https://doi.org/10.1023/A:1004867421215.

## Newspaper or Magazine Article

 See *CMOS* 14.191–14.200 for newspaper citations and 14.188–190 for magazine citations.

***Note***

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

1 Karen Garcia, “Why Latinos Can Benefit from a Culturally Competent Therapist and How to Find One,” *Los Angeles Times*, Dec. 29, 2021, 5 a.m. PT, 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***

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*, Dec. 29, 2021, 5 a.m. PT. 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.

## Book Review

 See *CMOS* 14.201–4, which includes information on citing reviews of books, movies, and so on.

***Note***

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 (March–April 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 (March–April 2016): 223–24.

## Thesis or Dissertation

 See *CMOS* 14.215 or Turabian 17.7.1.

***Note***

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

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 *CMOS* 14.205–14.210, 14.6–14.18, 8.191–8.192.

When citing a web page that contains original content, include as much information as possible (note that a web page is a page on a website). Give the title or a description of the web page, the title or name of the website, the owner or sponsor of the site, and a publication date or date of revision or modification. If you cannot find a date for the material or web page you are citing, or if it is a page that changes frequently, 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.

***Note***

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

1 “About CST,” Claremont School of Theology, accessed August 9, 2021, https://cst.edu/about.

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, “About CST.”

4 Jogalekar, “Stephen Hawking’s Advice.”

***Bibliography entry***

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

Author or Owner of Website. “Web Page Title.” Website Title. Owner of the Site. Date. URL.

Claremont School of Theology. “About CST.” Accessed August 9, 2021. https://cst.edu/about.

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 *CMOS* 14.209. 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.

“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.”[[7]](#footnote-7)

***Text Example***

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

***Note***

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 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 *CMOS* 14.261–68 or Turabian 17.10.3–17.10.3.7 for guidelines on citing recordings and other multimedia content. You only need to cite YouTube videos and other short online videos in your notes; they do not need to be included in your bibliography. “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.”[[8]](#footnote-8) If you are citing a digital version of a published source, 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.

***Note***

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

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

***Shortened note***

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

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

***Bibliography entry***

Author’s Last Name, First Name. “Video Title.” Additional information. YouTube video, video length, publication date. URL.

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

## Personal Communications

See *CMOS* 14.214. 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.

***Note***

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.

## Interview

See *CMOS* 14.211–14.213. 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), and where a transcript or recording might be found if it is publicly 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. The example below is for a broadcast interview.

***Note***

1 Viliami Vao (youth minister), interview by the author, December 5, 2021.

2 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***

3 Vao, interview.

4 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, or Class Discussion

 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.

***Note***

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, Name of Institution, City, State, Date).

***Shortened note***

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

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

***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, City, State, Date.

1. In some cases, you may be able to provide a DOI link. See *CMOS* 14.8. [↑](#footnote-ref-1)
2. 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-2)
3. The number 4 is the volume number, and 685 is the page number. [↑](#footnote-ref-3)
4. The abbreviation *s.v.* refers to *sub verbo*, which means “under the word.” Since Wikipedia entries change frequently, it is appropriate to use a time stamp in addition to the date last modified. [↑](#footnote-ref-4)
5. Since *Merriam-Webster* has a print dictionary in addition to the online dictionary, the title is italicized. [↑](#footnote-ref-5)
6. When you are citing a journal article found online, provide a DOI link if one is available. Otherwise, consult *CMOS* 14.6–14.18 for guidance on citing online sources. [↑](#footnote-ref-6)
7. “Notes and Bibliography: Sample Citations,” Citation Quick Guide, *The Chicago Manual of Style* Online, accessed November 28, 2021, https://www.chicagomanualofstyle.org/tools\_citationguide/citation-guide-1.html#cg-website. [↑](#footnote-ref-7)
8. “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-8)