

# chicago manual of style quoting interviews

The Chicago Manual of Style quoting interviews presents a structured approach to incorporating firsthand accounts into academic and professional writing. Properly citing interview material is crucial for maintaining academic integrity, allowing readers to verify information, and giving due credit to the interviewee. This guide will delve into the intricacies of how to quote interviews according to the Chicago Manual of Style (CMOS), covering direct quotations, indirect quotations, and the specific formatting requirements for both notes and bibliography. Understanding these guidelines ensures your work is both compliant and enhances its credibility. We will explore the nuances of paraphrasing interview content, the importance of distinguishing between published and unpublished interviews, and the essential elements required for a comprehensive citation.

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## Understanding the Basics of Quoting Interviews in Chicago Style

When incorporating direct speech or paraphrased ideas from an interview into your work, the Chicago Manual of Style provides clear directives to ensure proper attribution and clarity for your readers. The fundamental principle is to allow readers to locate the source of the information readily, whether it's a formal transcript, a personal conversation, or a published interview. This involves understanding the distinction between notes-bibliography style and author-date style, though the core principles of quoting interviews remain consistent. For the purposes of this guide, we will primarily focus on the notes-bibliography style, which is more common in humanities and historical research.

The goal is to provide sufficient detail so that a reader can, if necessary, revisit the original interview to understand the context and nuances of the quoted material. This means accurately representing the speaker's words and providing clear citation details that distinguish the interview from other sources. Ignoring these guidelines can lead to accusations of plagiarism or misrepresentation, undermining the credibility of your research.

# Direct Quotations from Interviews

Direct quotations from interviews involve reproducing the exact words spoken by the interviewee. This is often done using quotation marks. The Chicago Manual of Style emphasizes accuracy and the correct presentation of such direct speech. When quoting someone verbatim, it is essential to ensure that the quotation is not altered in any way, unless for necessary grammatical adjustments or the omission of extraneous material, which must be clearly indicated.

## Formatting Direct Quotes in Notes

In the notes-bibliography system, a note for a direct quotation from an interview will typically include the interviewee's name, the date of the interview, and the location of the quotation within the interview (e.g., page number if transcribed, or a general description if not). The format can vary slightly depending on whether the interview is published or unpublished, and if a transcript is available.

- For an unpublished interview, a typical note might look like this: "I believe that was the turning point," said Jane Doe, interview by author, March 15, 2023, [location of interview, e.g., personal files or archival collection].
- If quoting from a transcribed interview with page numbers: Jane Doe, interview by author, March 15, 2023, transcript, p. 5.
- For a published interview, the note will refer to the publication: Jane Doe, interview by John Smith, March 15, 2023, *Journal of Contemporary History* 45, no. 2 (2023): 123.

## Formatting Direct Quotes in the Bibliography

The bibliography entry for an interview should provide more complete publication information. For unpublished interviews, it often includes the interviewee's name, the date, and the circumstances of the interview. For published interviews, it will include all the details necessary to locate the published source.

- Unpublished interview: Doe, Jane. Interview by author. March 15, 2023. [Further details about the interview's accessibility].

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Published interview: Doe, Jane. Interview by John Smith. March 15, 2023. *Journal of Contemporary History* 45, no. 2 (2023): 119-135.

## Using Ellipses and Brackets

When quoting directly, you may need to use ellipses (...) to indicate omitted words, phrases, or sentences, and brackets ([ ]) to add clarifying information or editorial comments that were not part of the original spoken words. This ensures that the quotation remains accurate while also being integrated smoothly into your text.

## Indirect Quotations (Paraphrasing) and Summaries

Indirect quotations, or paraphrases, involve restating the interviewee's ideas or statements in your own words. Summaries condense a larger portion of the interview. Even when not using verbatim language, it is crucial to cite the source to give credit and allow readers to find the original context. Chicago style generally requires a citation for paraphrases and summaries, though the level of detail might differ from direct quotations.

## Citing Paraphrased Material in Notes

When you paraphrase or summarize an interview, the note should clearly identify the interviewee and the interview's date and circumstances. The emphasis is on directing the reader to the correct interview.

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Jane Doe indicated that the project's success was largely due to early stakeholder buy-in (interview by author, March 15, 2023).

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The interviewee expressed concerns about the long-term implications of the policy change (Jane Doe, interview by author, March 15, 2023).

# Citing Paraphrased Material in the Bibliography

If you have a bibliography, you should generally include an entry for the interview, even if you only paraphrased. This ensures that all sources used in your research are listed comprehensively. The format for the bibliography entry remains the same as for direct quotations.

It is important to remember that paraphrasing should not be a mere substitution of words. It requires a genuine understanding and rephrasing of the original idea. Over-reliance on paraphrasing without significant alteration can still be considered plagiarism.

## Citing Unpublished Interviews

Unpublished interviews are often the most common type encountered in research, especially when conducting primary research. These can include interviews you conduct yourself, or those held in archival collections. The key challenge here is often accessibility; you need to provide enough information for a reader to understand where the material came from, even if they cannot easily access it themselves.

### Details for Unpublished Interview Notes

A note for an unpublished interview should include:

- The name of the interviewee.
- A description of the interview (e.g., "interview by author," "oral history interview").
- The date of the interview.
- The location or repository of the interview (e.g., "personal files," "The National Archives," "University Special Collections").
- If a transcript or recording exists, you may also include details about its format and availability.

Example note: John Smith, interview by the author, April 10, 2022, conducted via Zoom, author's personal collection.

## Details for Unpublished Interview Bibliography Entries

The bibliography entry should provide a more complete picture.

- Interviewee's full name.
- "Interview by" followed by the interviewer's name (or a description like "author").
- The date of the interview.
- Information on where the interview is held (e.g., "Personal collection of [your name]," "Oral History Archive, [Institution Name]").
- If the interview is available on audio or video, this should be noted.

Example bibliography entry: Smith, John. Interview by [Your Name]. April 10, 2022. Conducted via Zoom. Personal collection of [Your Name].

## Citing Published Interviews

Published interviews, whether in books, magazines, journals, or online publications, are generally easier to cite because their location is standardized. The process closely resembles citing other published materials, but with specific attention to the interview format.

## Notes for Published Interviews

When a published interview is cited in a note, it should include:

- The interviewee's name (if they are the primary subject or quoted extensively).
- The title of the interview, if it has one and is treated as an article.
- The interviewer's name, if relevant or credited.
- The title of the publication where the interview appears (italicized).
- Publication details: volume, issue number (if applicable), date, and page numbers.

Example note: "The Future of AI," interview with Dr. Emily Carter by David Lee, *Science Today*, June 2024, 45.

## Bibliography Entries for Published Interviews

The bibliography entry provides the full publication details.

- Interviewee's full name.
- Interview title (if applicable).
- "Interview by" followed by the interviewer's name.
- The name of the publication (italicized).
- Publication information (volume, issue, date, page range).

Example bibliography entry: Carter, Emily. "The Future of AI." Interview by David Lee. *Science Today*, June 2024. 45-50.

When the interview itself is the main subject of a published work (e.g., a book-length interview), the citation will reflect that structure, often treating the interviewee as the author.

## **Special Considerations for Interview Citations**

Several nuances can arise when quoting interviews, requiring careful attention to the Chicago Manual of Style's guidance. These include issues related to consent, privacy, and the distinction between personal and public interviews.

### **Consent and Privacy**

While Chicago style focuses on citation, ethical considerations regarding consent are paramount. Always ensure you have obtained proper consent from the interviewee to record, transcribe, and use their words. If the interview is sensitive or confidential, you may need to anonymize the interviewee or seek their explicit permission for publication of certain details. This ethical responsibility complements the stylistic requirements of citation.

### **Personal vs. Public Interviews**

The distinction between a personal interview (one you conducted yourself) and a publicly accessible interview (published in a book, journal, or widely distributed online) significantly impacts how you cite it. Personal interviews require more descriptive citation elements, including the method of interview (in-person, phone, email) and its availability (personal collection). Public interviews refer to established publication details.

### **Audio and Video Recordings**

If you are citing from an audio or video recording of an interview, you should include information about the format and where it can be accessed, if applicable. For unpublished recordings, this might mean noting the format (e.g., MP3, WAV) and its location in an archive or personal collection. For published recordings, the citation will point to the specific media platform or release.

When quoting directly from an audio or video source, you may include timestamps to pinpoint the exact moment of the quote, especially if page numbers are unavailable.

# Integrating Interview Material Effectively

Beyond the mechanics of citation, effectively integrating interview material into your writing is crucial for a compelling narrative and robust argument. This involves not just placing a quote, but contextualizing it, explaining its significance, and ensuring it supports your thesis.

## Introducing and Contextualizing Quotes

Always introduce a quotation or paraphrase with a lead-in that identifies the speaker and provides context. For direct quotes, briefly explain who is speaking and why their statement is relevant at that point in your text. For paraphrases, ensure the connection to your argument is clear.

## Analyzing and Interpreting Interview Content

Simply dropping a quote into your text is insufficient. You must follow up with analysis that explains what the quote means in relation to your argument. Discuss the interviewee's perspective, its implications, and how it contributes to your overall discussion. This analytical step elevates the interview material from mere evidence to integral components of your argument.

## Maintaining Flow and Readability

Ensure that your use of quotations, whether direct or indirect, enhances the flow of your writing rather than disrupting it. Short, well-chosen quotes can be integrated smoothly into your sentences. Longer quotations may require their own paragraph, set off as block quotes, with appropriate introductory and follow-up text. The goal is to create a cohesive and engaging narrative.

## Best Practices for Quoting Interviews in Chicago Style

Adhering to the Chicago Manual of Style for quoting interviews involves meticulous attention to detail and a clear understanding of citation principles. By following these guidelines consistently, you enhance the credibility and scholarly rigor of your work.

- **Be Accurate:** Ensure all direct quotations are verbatim.

- **Provide Sufficient Detail:** Include all necessary information for readers to locate the source.
- **Distinguish Clearly:** Make it evident whether you are using direct or indirect quotes.
- **Maintain Consistency:** Apply the same citation style (notes-bibliography or author-date) throughout your work.
- **Prioritize Ethics:** Always obtain consent and respect interviewee privacy.
- **Review and Verify:** Double-check all citations against your notes and the Chicago Manual of Style.

Mastering the nuances of quoting interviews in Chicago style is an essential skill for any researcher. It ensures that your work is not only compliant with academic standards but also presents your findings with clarity, integrity, and a strong foundation of source attribution.

## FAQ

### **Q: What is the most common style for citing interviews in Chicago style?**

A: The most common style for citing interviews in Chicago style is the notes-bibliography system, often used in historical and humanities research. This system uses footnotes or endnotes and a bibliography.

### **Q: Do I need to include an interview in my bibliography if I only paraphrased from it?**

A: Yes, according to the Chicago Manual of Style, if you use ideas or information from an interview, even if paraphrased or summarized, you should include an entry for that interview in your bibliography.

### **Q: How do I cite an interview I conducted myself?**

A: For an interview you conducted yourself (unpublished), your note and bibliography entry should typically include your name as the interviewer, the interviewee's name, the date of the interview, and information about where the interview is held (e.g., "author's personal collection").

## **Q: What information is essential for citing an unpublished interview in a note?**

A: For an unpublished interview in a note, you generally need the interviewee's name, a description of the interview (e.g., "interview by author"), the date, and the location or repository of the interview.

## **Q: Should I use quotation marks for direct quotes from interviews?**

A: Yes, direct quotations from interviews should be enclosed in quotation marks, just as with any other source, to indicate that you are reproducing the interviewee's exact words.

## **Q: How do I cite a published interview, like one found in a magazine?**

A: For a published interview, cite it similarly to other articles in that publication, including the interviewee's name (often treated as the author or primary subject), the title of the interview if it has one, the interviewer's name, the title of the publication (italicized), and the publication details (volume, date, page numbers).

## **Q: Can I include timestamps for quotes from audio or video interviews?**

A: Yes, if you are quoting from an audio or video recording of an interview and page numbers are not available, including specific timestamps to pinpoint the exact location of the quote is a good practice in Chicago style.

## **Q: What is the difference between citing a personal interview and a published interview in Chicago style?**

A: The primary difference lies in the accessibility and type of source. Personal interviews (unpublished) require more descriptive information about their creation and location, while published interviews refer to established publication details like journals, books, or online articles.

## **Q: Do I need to mention interviewee consent when citing an interview in Chicago style?**

A: While the Chicago Manual of Style focuses on the mechanics of citation, ethical considerations such as obtaining consent from the interviewee are paramount and should be handled separately but are crucial for responsible research.

# **Chicago Manual Of Style Quoting Interviews**

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