

How To Reference An Interview

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Structured This guide provides a comprehensive overview of how to properly cite interviews in various academic and professional contexts. It covers different citation styles (MLA, APA, Chicago, etc.), addressing nuances specific to each style. The guide details the necessary information for each citation, including interviewer and interviewee names, date of interview, method of interview (in-person, phone, email), and any relevant identifying information about the interview. Specific examples are provided for each citation style, demonstrating how to correctly format citations within the text and in the bibliography or works cited page. The guide also tackles the ethical considerations of using interview data, such as obtaining informed consent and maintaining confidentiality. Furthermore, it distinguishes between referencing a published interview (e.g., a transcript in a book or journal) and referencing an unpublished interview conducted for a specific research project or assignment. Finally, it addresses potential challenges and provides solutions for situations where certain information may be missing or unclear. **** Interview citation, MLA citation, APA citation, Chicago citation, bibliography, works cited, interview reference, academic writing, research paper, referencing, citation style guide, interview transcript, unpublished interview, ethical considerations, informed consent, data privacy.** Summary (1500 words): **Referencing interviews accurately and consistently is crucial for maintaining academic integrity and giving credit to participants. The approach to citing an interview varies depending on whether it's a published interview (appearing in a book, journal, or online archive) or an unpublished interview conducted specifically for your research.** Published Interviews: **Published interviews are treated similarly to other published sources. The citation process largely depends on the specific citation style (MLA, APA, Chicago, etc.).** • **MLA (Modern Language Association): For a published interview in a book, the citation would generally follow this format: > Interviewer Last Name, Interviewer First Name. "Interview with [Interviewee's Name]." *Title of Book*, edited by Editor's Last Name, Editor's First Name, Publisher, Year, pages. For a published interview in a journal: > Interviewer Last Name, Interviewer First Name. "Interview with [Interviewee's Name]." *Title of Journal*, vol. volume number, no. issue number, year, pages.** • **APA (American Psychological Association): The APA style emphasizes the author-date system. For a published interview in a book: > Interviewer Last Name, Interviewer First Name. (Year). Interview with [Interviewee's Name]. In Editor's Last Name, Editor's First Name (Ed.), *Title of Book* (pp. pages). Publisher. For a published interview in a journal: > Interviewer Last Name, Interviewer First Name. (Year). Interview with [Interviewee's Name]. *Title of Journal*, *volume number*(issue number), pages. <https://doi.org/xxxxxxx> (if available)** • **Chicago (Notes and Bibliography): Chicago uses footnotes or endnotes for in-text citations and a bibliography for a complete list of sources. > 1. Interviewer Last Name, Interviewer First Name, interview with Interviewee Last Name, Interviewee First Name, Date of Interview, location (if applicable). The bibliography would list the interview source similar to an but including relevant details about the interviewer and interviewee.** Unpublished Interviews: Citing unpublished interviews necessitates providing as much detail as possible to ensure the reader can, if necessary, locate the source. • **MLA: Unpublished interviews are typically listed in a separate "Works Cited" section or included within the bibliography. A general format would be: > Interviewee Last Name, Interviewee First Name. Interview by Interviewer Last Name, Interviewer First Name. Date of interview. Type of interview (e.g., Personal**

interview). • APA: *Similar to MLA, an unpublished interview would appear in the references list. The format might be: > Interviewee Last Name, Interviewee First Name. (Year, Month Day). *Title of interview [if applicable]* [Personal interview].* • Chicago: **In Chicago style, unpublished interviews might be cited similarly to other materials but highlighting the informal nature of the interview.** Ethical Considerations: **Before conducting an interview, always obtain informed consent from the interviewee. This clarifies the purpose of the interview, how the data will be used, and the interviewee's right to remain anonymous or use a pseudonym. Maintain confidentiality and protect the interviewee's privacy by not disclosing sensitive information. Be transparent about the purpose of your research and avoid misrepresenting or altering interview quotes.** Challenges and Solutions: Challenges can include missing information (e.g., publication details for a published interview, exact date for an informal interview). In such cases, provide as much detail as possible, indicating any missing information within the citation. For example, use "[Date unavailable]" if the date is unknown. If citing a very informal interview, consider using a descriptive note within the body of your work. 10 Frequently Asked Questions:** 1. How do I cite an interview conducted via email? 2. Can I use a pseudonym for my interviewee in my citation? 3. What if I can't find the publication date of a published interview? 4. How do I cite an interview from a podcast? 5. What information is essential to include in an unpublished interview citation? 6. Should I include the interview's location in my citation? 7. How do I cite a portion of an interview transcript? 8. Is it ethical to use an interview without the interviewee's knowledge? 9. How do I differentiate between an interview and a conversation in my citations? 10. What is the best way to handle conflicting citation styles when combining sources?

So, you've conducted an interview for your research paper, article, or project, and now comes the crucial part: referencing it correctly. It might seem a bit tricky at first, especially if you haven't done it before. But don't worry, we're going to break down exactly **how to reference an interview** step-by-step, covering all the ins and outs. This guide will ensure your academic integrity is spotless and your readers can easily locate your sources.

Referencing interviews is essential for a few key reasons. Firstly, it gives credit where credit is due – acknowledging the interviewee's contribution to your work. Secondly, it allows your audience to verify your information and explore the topic further by accessing the original source, be it a transcript, recording, or personal recollection. And finally, it demonstrates your thoroughness as a researcher. Let's dive in!

Why Referencing Interviews Matters

Before we get into the 'how,' let's briefly touch on the 'why.' Interviews offer unique insights, firsthand accounts, and expert opinions that are invaluable to many types of writing. Unlike published works with established citation styles, interviews can be more ephemeral and personal. This makes proper referencing even more critical to avoid misattribution or making it impossible for others to follow your trail of evidence.

Think of it this way: if you're writing a historical account and mention a conversation with a descendant of a historical figure, you need to tell your readers who that person is, when you spoke to them, and how they shared that information. This builds trust and credibility. Similarly, if you're quoting a subject matter expert in a business report, citing them correctly shows you've done your due diligence.

Understanding Different Types of Interviews

The way you reference an interview can depend slightly on its nature and how it's presented. Generally, we can

categorize them into:

Personal Interviews (Directly Conducted by You)

This is the most common scenario. You've sat down with someone (in person, via phone, or video call) and asked them questions. The information is fresh and directly from the source you engaged.

Published Interviews

This refers to interviews that have already been published in a book, magazine, newspaper, website, or broadcast. While you are still referencing an interview, the source itself is a published work, so you'll often reference it like other published materials, with specific nuances for interviews.

Archival Interviews

These are interviews that have been conducted in the past and are now housed in an archive, library, or special collection. They might be recordings, transcripts, or personal papers.

How to Reference a Personal Interview (Conducted by You)

This is where we get into the nitty-gritty. The core principle here is to provide enough information for your reader to understand who was interviewed, what was said, when it happened, and how you accessed it. Most citation styles (like APA, MLA, Chicago) will require similar core elements, though the order and punctuation might differ. We'll focus on the general components that are common across most styles.

Essential Components of a Personal Interview Citation

Regardless of the citation style you're using, a reference to a personal interview you conducted will typically include:

1. **Interviewee's Name:** The full name of the person you interviewed.
2. **Type of Interview:** Clearly state that it was a personal interview (e.g., "personal interview," "interview by author").
3. **Date of Interview:** The specific date the interview took place (day, month, year).
4. **Location/Medium (Optional but Recommended):** Where the interview took place (e.g., "at their office," "via Zoom," "by phone"). This adds context.
5. **Your Role (Implicit):** It's usually understood that you conducted the interview based on the context of your writing.

APA Style (7th Edition) for Personal Interviews

APA style is commonly used in social sciences. For a personal interview that is ****not recorded or transcribed**** and therefore not recoverable by the reader, APA recommends treating it as a personal communication. This means it's cited in-text only and not included in your reference list.

In-text citation:

According to Dr. Jane Smith, the impact of the new policy was immediate (J. Smith, personal communication,

October 26, 2023).

Explanation: Notice the format: (Interviewee's Last Name, personal communication, Month Day, Year). The key here is "personal communication."

What if it IS recorded or transcribed? If you have a recording or transcript that you can share with your audience (e.g., on a personal website, a shared drive), then it should be included in the reference list.

Reference List Entry (if recoverable):

Smith, J. (2023, October 26). *Personal interview* [Interview transcript]. [URL or repository information if applicable].

Explanation: Here, you include the date and indicate it's a personal interview. If you can provide a link or tell readers where to find it (e.g., "Interview transcript available from author"), do so.

MLA Style (9th Edition) for Personal Interviews

MLA is frequently used in the humanities. MLA considers personal interviews to be a form of personal communication, similar to APA's treatment of unrecoverable interviews. Therefore, they are typically cited in-text only and not included in the Works Cited page.

In-text citation:

Dr. Jane Smith explained that the impact of the new policy was immediate (Smith).

Explanation: In MLA, if you've mentioned the interviewee's name in your text, you often just need the last name in parentheses. If you haven't mentioned their name, it would be (Smith).

Adding More Detail (Optional but Good Practice): Some instructors or style guides might appreciate a bit more information. You could expand on the in-text citation if needed:

Dr. Jane Smith explained that the impact of the new policy was immediate (Smith, personal interview, 26 Oct. 2023).

What if it IS recoverable? If you have a recording or transcript that is accessible to your readers (e.g., through a website), you would include it in your Works Cited list.

Works Cited Entry (if recoverable):

Smith, Jane. "Personal Interview." Conducted by [Your Name], 26 Oct. 2023. [URL or repository information].

Explanation: You list the interviewee's name, the title of the interview (if any, otherwise a descriptor like "Personal Interview"), and then details about the interviewer and date. Providing a URL or location is crucial for recoverability.

Chicago Style (17th Edition) for Personal Interviews

Chicago style, often used in history and some other fields, offers flexibility. You can use either Notes-Bibliography or Author-Date systems. For interviews, it's generally treated as personal communication.

Notes-Bibliography System (Footnotes/Endnotes):

First Note:

Jane Smith, interview by author, October 26, 2023, [Location/Medium, e.g., phone call].

Subsequent Notes:

Smith, interview by author.

Bibliography Entry:

Smith, Jane. Interview by author. October 26, 2023. [Location/Medium].

Explanation: Chicago's approach is quite clear. You state the interviewee's name, specify that it was an interview by you, provide the date, and optionally the medium or location. This is usually included in a bibliography.

What if it IS recoverable? If you have a recording or transcript, it would also be listed in your bibliography, perhaps with additional details about its accessibility.

How to Reference Published Interviews

Referencing a published interview is more straightforward because you're essentially citing a published work. The key is to identify where it was published and treat it accordingly. The interviewee is the "author" of the content of the interview, and the interviewer and publication are the "authors" or "editors" of the container (the book, magazine, website, etc.).

Citing an Interview from a Magazine or Newspaper

Treat this like an article in a periodical. You'll need the interviewee's name, the title of the interview (if it has one), the interviewer's name (if credited), the publication title, the date, and page numbers (if applicable).

APA Style

Reference List Entry:

Gaiman, N. (2023, October 26). A conversation with the author. Interview by S. Jones. *The Literary Times*, pp. 34-38.

Explanation: Interviewee (author), date, interview title, "Interview by Interviewer's Name," Publication Title, page numbers.

MLA Style

Works Cited Entry:

Gaiman, Neil. "A Conversation with the Author." Interview by S. Jones, *The Literary Times*, 26 Oct. 2023, pp. 34-38.

Explanation: Interviewee (author), interview title, "Interview by Interviewer's Name," Publication Title, date, page numbers.

Chicago Style (Notes-Bibliography)

Footnote:

1. Neil Gaiman, "A Conversation with the Author," interview by S. Jones, *The Literary Times*, October 26, 2023, 35.

Bibliography Entry:

Gaiman, Neil. "A Conversation with the Author." Interview by S. Jones. *The Literary Times*, October 26, 2023.

Explanation: Similar structure, with the note containing the specific page number if desired.

Citing an Interview from a Book

If the interview is a standalone piece within a larger book, or a chapter that is an interview, you'll cite the book's publication details.

APA Style

Reference List Entry:

Smith, J. (2022). Interview with [Interviewee's Name]. In A. Editor & B. Editor (Eds.), *Title of Book* (pp. 100-115). Publisher.

Explanation: Here, the "author" is the interviewee. If the interview is part of an edited collection, you'd also cite the editors and book details.

MLA Style

Works Cited Entry:

Smith, Jane. "Interview with [Interviewee's Name]." Interview by [Interviewer's Name, if known], *Title of Book*, edited by A. Editor and B. Editor, Publisher, 2022, pp. 100-115.

Explanation: Again, the interviewee is the primary author, followed by the book's details.

Citing an Online Interview (Website)

This is becoming increasingly common. Treat it like a web page, but clearly indicate it's an interview.

APA Style

Reference List Entry:

Doe, J. (2023, October 26). *Insights on modern art* [Interview by A. Lee]. Art Today Online. Retrieved from [URL]

Explanation: Name, date, title (italicized, indicating it's an interview), interviewer, website name, and retrieval information.

MLA Style

Works Cited Entry:

Doe, Jane. "Insights on Modern Art." Interview by A. Lee, *Art Today Online*, 26 Oct. 2023, [URL].

Explanation: Name, title, interviewer, publication title, date, and URL.

How to Reference Archival Interviews

Archival materials require careful citation to help researchers locate them in libraries or archives. You'll need to identify the interviewee, the date of the interview, and the collection it belongs to, along with the archive's location.

Essential Components for Archival Interviews

1. Interviewee's Name
2. Title of the Interview/Collection
3. Date of the Interview
4. Name of the Archive or Repository
5. Location of the Archive (City, State/Country)
6. Collection Name and Box/File Number (if applicable)

General Format (Adaptable to APA, MLA, Chicago)

The specific format will vary, but the core information remains. You're essentially describing the physical or digital item and its location.

Example (Conceptual):

For example, if you found a transcript of an interview with a historical figure in a university archive:

APA-like:

Smith, John. (1955, April 10). *Oral History Interview*. [Interview transcript]. John Smith Collection, Box 5, File 12. University Archives, State University, City, State.

MLA-like:

Smith, John. "Oral History Interview." 10 Apr. 1955. John Smith Collection, Box 5, File 12. University Archives, State University, City, State.

Chicago-like (Note):

1. John Smith, "Oral History Interview," April 10, 1955, John Smith Collection, Box 5, File 12, University Archives, State University, City, State.

Explanation: The key is to provide enough detail for someone else to request or find this specific item in the archive.

Key Takeaways for Referencing Interviews

Referencing interviews, whether personal, published, or archival, boils down to a few golden rules:

1. **Be Consistent:** Stick to one citation style throughout your work.
2. **Be Clear:** Ensure your readers can easily understand who you spoke to, what they said, and when.
3. **Be Specific:** Provide as much detail as necessary, especially for recoverability.
4. **Check Your Style Guide:** Always consult the official style guide (APA, MLA, Chicago, etc.) for the most

precise formatting rules. Your instructor or publisher may also have specific requirements.

5. **Recoverability is Key:** If the interview can be accessed by your reader (recording, transcript, published source), make sure your citation allows them to find it. If it's a private conversation with no means of access for others, treat it as personal communication (cited in-text only or in notes, not in the main bibliography/reference list).

Mastering **how to reference an interview** adds a layer of professionalism and academic rigor to your work. It's a testament to your research process and respect for your sources. So, the next time you conduct an interview, you'll know exactly how to give it the proper citation treatment it deserves!

Refining the Art of Referencing an Interview in Academic and Professional Writing When incorporating insights from interviews into research, reports, or articles, proper referencing is far more than a mechanical task—it is a vital practice that upholds credibility, transparency, and scholarly integrity. Whether you are a researcher, journalist, educator, or content creator, accurately citing an interview demonstrates respect for the interviewee's contributions and enables readers to trace the depth and authenticity of the perspectives shared. Unlike traditional sources such as books or journal articles, interviews represent personal, often nuanced exchanges, making their correct representation crucial for preserving both meaning and context.

Understanding the Role of Interview References in Building Trust and Credibility

At its core, referencing an interview serves to anchor claims in real-world dialogue, strengthening the validity of your work. Interview data, especially from subject matter experts, individuals with lived experience, or insiders in a field, brings depth and authenticity that cannot be replicated through secondary analysis alone. When properly cited, these references allow readers to assess the reliability of the information, verify claims, and appreciate the perspective's origin. This transparency fosters trust—readers are more likely to engage with content they perceive as honest and well-researched. In academic writing, failing to reference interviews can undermine arguments, risk misrepresentation, and obscure the collaborative nature of knowledge production.

Key Insights: Formats, Etiquette, and Best Practices

Each interview source demands careful attention to formatting and context. In academic writing, interviews are typically cited using style guides such as APA, MLA, or Chicago, depending on discipline. In APA, for example, an interview is referenced with the interviewee's last name, initials, year of interview, and a brief description of the interview setting, followed by a retrieval note if accessed online. MLA emphasizes the interviewee's name and the medium, often noting whether the interview was conducted via phone, video, or in person. Beyond format, ethical considerations play a vital role: always obtain consent for publication, anonymize if requested, and attribute contributions precisely. Equally important is capturing not just the words, but the tone, context, and non-verbal cues where relevant—especially in qualitative research—so the reader grasps the full weight of the exchange.

Practical Applications Across Disciplines and Content Types

The skill of referencing interviews extends far beyond academic papers; it enriches journalism, policy briefs,

corporate reports, and storytelling across platforms. Journalists rely on properly sourced interviews to craft compelling narratives grounded in real voices, while researchers use them to illuminate trends, challenges, or innovations from the ground up. In business settings, executive interviews cited accurately lend authority to strategic insights or case studies. Educators incorporate interviews to humanize complex topics, bringing diverse perspectives into classrooms. Across all fields, consistent and accurate referencing ensures that the interviewee's voice remains central, protected, and respected—transforming raw conversation into meaningful, trustworthy content.

Benefits of Meticulous Interview Attribution

The advantages of thoughtful referencing go beyond credibility. It supports academic integrity by giving credit where it is due, helping avoid accusations of plagiarism or misattribution. It empowers readers to explore primary sources, deepening their understanding and encouraging critical engagement. For interviewees, proper citation affirms their role as knowledge contributors, fostering a sense of recognition and respect. In professional environments, clear attribution strengthens organisational reputation, demonstrating commitment to transparency and quality. Ultimately, careful referencing transforms interviews from anecdotal footnotes into powerful, verifiable elements of compelling, well-supported narratives.

Looking Ahead: The Evolving Standards of Interview Citation

As digital tools and multimedia platforms expand the ways interviews are recorded and shared, citation practices must adapt. With growing use of podcasts, video interviews, and social media exchanges, presenters now navigate new formats that challenge traditional models. Future developments may see standardized digital metadata embedded within multimedia files, enabling automatic citation capture and verification. Additionally, as interdisciplinary and global research flourishes, cross-cultural citation norms will gain importance, emphasizing sensitivity and clarity. The core principles—accuracy, respect, and transparency—will remain constant, but the tools and expectations around referencing will continue to evolve, ensuring that interview voices remain central, credible, and ethically represented in an ever-more connected world.

How to Reference an Interview: A Comprehensive Guide for Students and Professionals

Interviews are a rich source of primary data, offering direct insights from individuals with firsthand knowledge or experience. Whether you've conducted a formal sit-down, a casual chat, or a phone conversation, properly referencing these valuable contributions is crucial for academic integrity and professional credibility. This detailed guide will walk you through the essential steps and considerations for referencing interviews across various citation styles, ensuring your work is accurate, ethical, and discoverable.

Why is Referencing Interviews Important?

Referencing any source, including interviews, serves several vital purposes:

1. **Credibility:** It demonstrates that your arguments are supported by credible evidence and expert opinions.
2. **Transparency:** It allows your readers to trace your sources and verify your information.
3. **Acknowledgement:** It gives due credit to the individuals who shared their time and knowledge.

4. **Avoiding Plagiarism:** Improperly attributing information gained from an interview constitutes plagiarism, a serious academic offense.

The process of referencing an interview might seem straightforward, but nuances exist depending on whether the interview was published, unpublished, or conducted by you. This guide will cover these distinctions and provide clear examples.

Understanding the Types of Interviews

Before diving into specific citation formats, it's essential to categorize the interviews you intend to reference. The way you cite an interview often depends on its availability to your audience.

Published Interviews

These are interviews that have appeared in a publicly accessible format, such as:

1. Newspapers
2. Magazines
3. Academic journals
4. Books
5. Websites (blogs, online news outlets)
6. Transcripts of published interviews

Referencing published interviews is often similar to citing other published works, with specific elements for the interview itself.

Unpublished Interviews

These are interviews you have personally conducted and are not available to the general public without your explicit permission or provision. This category includes:

1. Face-to-face interviews
2. Phone interviews
3. Video conference interviews (e.g., Zoom, Skype)
4. Email interviews

Referencing unpublished interviews requires detailing how the information was obtained and ensuring that your audience can access it if necessary (e.g., through appendices or by contacting you).

Referencing Interviews in Major Citation Styles

Different academic disciplines and institutions mandate specific citation styles. The most common ones you'll encounter are APA (American Psychological Association), MLA (Modern Language Association), and Chicago. Each style has its own conventions for citing interviews.

APA Style (7th Edition)

APA style is widely used in social sciences, psychology, education, and business. It emphasizes the date of

publication and the author's authority.

Citing Unpublished Interviews in APA

When citing an interview you conducted, you treat it as personal communication. Personal communication is not included in the reference list because it is not recoverable by the reader. Instead, you mention it in the text only.

In-text citation:

When you first mention the information from the interview, you include the interviewee's name, the phrase "personal communication," and the date of the communication.

Example:

"According to Dr. Jane Smith, the primary factor influencing student engagement is intrinsic motivation (J. Smith, personal communication, April 15, 2023)."

If you are citing the interview extensively, you might also note that a transcript or recording is available, perhaps in an appendix.

Citing Published Interviews in APA

If the interview has been published in a journal, magazine, or book, you cite it like any other publication. The key is to identify the interviewee as the author and the interviewer (if named) as the editor or part of the publication details.

Interview in a Journal:

Interviewee, A. A. (Year, Month Day). Title of interview [if applicable]. Interviewed by B. B. *Title of Journal*, Volume(Issue), pages.

Example:

Krugman, P. (2023, April 20). The future of globalization. Interviewed by S. Froomkin. *The New York Times*.

Interview in a Magazine:

Interviewee, A. A. (Year, Month Day). Title of interview. Interviewed by B. B. *Title of Magazine*, pages.

Example:

Musk, E. (2023, March 5). A chat about Mars. Interviewed by W. Isaac. *Time*, 45-47.

Interview on a Website:

Interviewee, A. A. (Year, Month Day). Title of interview. Interviewed by B. B. *Name of Website*. URL

Example:

Obama, B. (2022, October 10). Reflections on leadership. Interviewed by O. Winfrey. *Oprah Daily*.
<https://www.oprahdaily.com/obama-interview>

MLA Style (9th Edition)

MLA style is common in humanities, literature, and languages. It focuses on the author and the title of the work.

Citing Unpublished Interviews in MLA

For unpublished interviews, MLA requires you to provide details that allow the reader to locate the interview. This usually means including the interviewee's name, the type of interview, the date, and how you accessed it (e.g., personal copy, your archive).

Works Cited entry:

Interviewee, First Name Last Name. Type of Interview. Date of Interview. Medium (e.g., Personal interview, Phone interview, Email interview).

Example:

Smith, Jane. Personal interview. 15 Apr. 2023.

In-text citation:

You typically cite the interviewee's last name. If quoting directly, you might include a page number if available, though for interviews, this is less common unless a transcript is used.

Example:

Dr. Jane Smith stated that "intrinsic motivation is the primary factor" (Smith).

Citing Published Interviews in MLA

Published interviews are cited similarly to other articles or essays. The interviewee is usually listed as the author.

Interview in a Newspaper/Magazine:

Interviewee, First Name Last Name. "Title of Interview." *Title of Publication*, Day Month Year, pages.

Example:

Krugman, Paul. "The Future of Globalization." *The New York Times*, 20 Apr. 2023, p. A12.

Interview in a Journal:

Interviewee, First Name Last Name. "Title of Interview." *Title of Journal*, vol. #, no. #, Year, pp. #-#.

Example:

Garcia, Maria. "Navigating Academia." *Journal of Higher Education Studies*, vol. 15, no. 2, 2022, pp. 88-99.

Interview on a Website:

Interviewee, First Name Last Name. "Title of Interview." *Name of Website*, Publisher (if different from website name), Date of Publication, URL. Accessed Day Month Year.

Example:

Obama, Barack. "Reflections on Leadership." *Oprah Daily*, Harpo Productions, 10 Oct. 2022, www.oprahdaily.com/obama-interview. Accessed 15 May 2023.

Chicago Style (Notes and Bibliography)

Chicago style is prevalent in history, arts, and some social sciences. It offers two systems: Notes and Bibliography, and Author-Date.

Citing Unpublished Interviews in Chicago (Notes and Bibliography)

This system uses footnotes or endnotes for citations and a bibliography at the end of the work. For unpublished interviews, you provide details in the note and a brief entry in the bibliography.

Note:

1. First Name Last Name (Interviewee), interview by First Name Last Name (Interviewer), type of interview (e.g., personal, phone), Month Day, Year.

Example:

1. Jane Smith, interview by John Doe, personal interview, April 15, 2023.

Bibliography entry:

Last Name, First Name. Interview by First Name Last Name. Type of interview. Month Day, Year.

Example:

Smith, Jane. Interview by John Doe. Personal interview. April 15, 2023.

Citing Published Interviews in Chicago (Notes and Bibliography)

Similar to other styles, published interviews are cited based on their publication venue.

Note (Newspaper/Magazine):

1. First Name Last Name (Interviewee), "Title of Interview," interviewed by First Name Last Name, *Title of Publication*, Month Day, Year, page number.

Example:

1. Paul Krugman, "The Future of Globalization," interviewed by Stephen Froomkin, *The New York Times*, April 20, 2023, A12.

Bibliography entry (Newspaper/Magazine):

Last Name, First Name. "Title of Interview." Interviewed by First Name Last Name. *Title of Publication*, Month Day, Year.

Example:

Krugman, Paul. "The Future of Globalization." Interviewed by Stephen Froomkin. *The New York Times*, April 20, 2023.

Chicago Style (Author-Date)

This system uses parenthetical citations in the text and a reference list at the end.

Citing Unpublished Interviews in Chicago (Author-Date)

In-text citation:

(Interviewee Last Name Year)

Example:

(Smith 2023)

Reference list entry:

Last Name, First Name. Year. Interview by First Name Last Name. Type of interview. Date of interview.

Example:

Smith, Jane. 2023. Interview by John Doe. Personal interview. April 15, 2023.

Citing Published Interviews in Chicago (Author-Date)

Reference list entry (Newspaper/Magazine):

Last Name, First Name. Year. "Title of Interview." Interviewed by First Name Last Name. *Title of Publication*, Month Day.

Example:

Krugman, Paul. 2023. "The Future of Globalization." Interviewed by Stephen Froomkin. *The New York Times*, April 20.

Key Information to Include in Your Citation

Regardless of the citation style, consistently including the following information will ensure your references are clear and complete:

1. **Interviewee's Full Name:** The person whose insights you are referencing.
2. **Interviewer's Name:** Particularly important if the interviewer is prominent or if you are citing a published interview where they are credited.
3. **Date of the Interview:** This provides context and helps readers understand the timeliness of the information.
4. **Type of Interview:** Personal, phone, email, video, etc., especially for unpublished interviews.
5. **Title of the Interview (if any):** Some interviews are given specific titles.
6. **Publication Details:** For published interviews, this includes the name of the newspaper, magazine, journal, book, or website, along with volume, issue, page numbers, and URL.
7. **Availability:** For unpublished interviews, state how the reader can access them (e.g., "personal collection," "available upon request," or refer to an appendix).

Best Practices for Referencing Interviews

Obtain Permission

Always seek permission from the interviewee before conducting and subsequently referencing an interview. This

is a matter of professional courtesy and ethics. Clarify how you intend to use their information and if they have any concerns about attribution.

Record and Transcribe (if possible)

For your own interviews, consider recording the conversation (with consent) and transcribing it. This not only helps in accurate recall but also provides a record that can be cited or referenced if needed, especially if you are using direct quotes.

Be Consistent

Whichever citation style you choose, apply it consistently throughout your work. Inconsistencies can undermine the professionalism of your research.

Clarity is Key

Ensure your in-text citations clearly indicate who is being cited and where the information can be found. For unpublished interviews, the goal is to make it clear that the information comes directly from a personal interaction.

Consider Anonymity

In some cases, interviewees may request anonymity. If this is the case, you will need to use a pseudonym or a role (e.g., "a senior engineer," "a local business owner") in your citations and potentially in the body of your text. Always discuss this with the interviewee beforehand and ensure it aligns with ethical guidelines and your institution's policies.

Appendices for Unpublished Interviews

For extensive use of an unpublished interview, consider including a transcript or key excerpts in an appendix. This allows readers to review the source material directly, enhancing the transparency and validity of your research.

Navigating the Nuances: Common Pitfalls

When referencing interviews, several common mistakes can occur:

1. **Confusing Published and Unpublished:** Failing to distinguish between an interview published in a magazine and one you conducted yourself will lead to incorrect citation formats.
2. **Omitting Key Details:** Forgetting the date, type of interview, or publication source can make your reference incomplete and difficult to verify.
3. **Incorrectly Citing Personal Communication:** In APA, remembering that personal communication is only cited in-text and not in the reference list is crucial.
4. **Lack of Clarity in In-Text Citations:** Readers should immediately understand who is speaking when you refer to interview content.
5. **Not Securing Permissions:** This is an ethical and potentially legal oversight.

Conclusion

Referencing interviews is an essential skill for anyone engaged in research. By understanding the different types of interviews and adhering to the guidelines of your chosen citation style (APA, MLA, Chicago, or others), you can effectively integrate these valuable primary sources into your work. Proper attribution not only upholds academic integrity but also strengthens the authority and impact of your writing. Remember to prioritize clarity, consistency, and ethical considerations, ensuring that the voices you've captured are credited accurately and respectfully.

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Questions & Answers About how to reference an interview

No	Question	Answer
1	What's the most common way to cite an interview?	The most common ways are citing it as a personal communication (if unpublished and inaccessible to readers) or as a published source (like a journal article, book chapter, or website if it's been made public).
2	How do I reference an interview I conducted myself?	If the interview is unpublished and only accessible to you and your reader, treat it as a personal communication. Include the interviewer's name, 'personal communication,' the date of the interview, and cite it in the text only (not a reference list).
3	What if the interview was published online? How do I cite that?	Treat it like any other online source. Include the interviewee's name, the title of the interview (if any), the website or publication name, the date of publication, and the URL. Format according to your chosen citation style (e.g., APA, MLA, Chicago).
4	Does the style of citation (APA, MLA, Chicago) matter for interviews?	Yes, absolutely! Each style has specific guidelines for citing interviews, whether personal communication or published. Always check the style guide you're required to use for the exact formatting.
5	What information is crucial for citing any interview, regardless of format?	Key information includes the interviewee's name, the interviewer's name (if relevant), the date of the interview, and details on how to access it (e.g., URL for published, 'personal communication' for unpublished).
6	When should I cite an interview in my text?	You should cite an interview in your text whenever you quote, paraphrase, or refer to specific information obtained from that interview.

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Practical Use

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Conclusion

Digital reading improves access to information.

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Final thoughts on PDF creation and maintenance

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