

CHICAGO CITATION EXAMPLES FOR DIRECT QUOTES

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CHICAGO CITATION EXAMPLES FOR DIRECT QUOTES ARE ESSENTIAL FOR ACADEMIC INTEGRITY AND CLEAR SCHOLARLY COMMUNICATION, ENSURING THAT ALL BORROWED MATERIAL IS PROPERLY ATTRIBUTED. THIS GUIDE DELVES INTO THE INTRICACIES OF CITING DIRECT QUOTATIONS WITHIN THE CHICAGO MANUAL OF STYLE (CMOS), COVERING BOTH THE NOTES-BIBLIOGRAPHY AND AUTHOR-DATE SYSTEMS. UNDERSTANDING THESE EXAMPLES IS CRUCIAL FOR STUDENTS, RESEARCHERS, AND WRITERS ACROSS VARIOUS DISCIPLINES TO AVOID PLAGIARISM AND ENHANCE THE CREDIBILITY OF THEIR WORK. WE WILL EXPLORE HOW TO FORMAT IN-TEXT CITATIONS, DIFFERENTIATE BETWEEN SHORT AND LONG QUOTATIONS, AND PROVIDE CLEAR EXAMPLES FOR DIFFERENT SOURCE TYPES, INCLUDING BOOKS, ARTICLES, AND WEB PAGES. MASTERING THESE CHICAGO CITATION EXAMPLES WILL SIGNIFICANTLY IMPROVE THE CLARITY AND PROFESSIONALISM OF YOUR ACADEMIC WRITING.

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UNDERSTANDING CHICAGO STYLE CITATION FOR DIRECT QUOTES

THE CHICAGO MANUAL OF STYLE (CMOS) OFFERS TWO PRIMARY CITATION SYSTEMS: THE NOTES-BIBLIOGRAPHY SYSTEM AND THE AUTHOR-DATE SYSTEM. BOTH ARE WIDELY ACCEPTED IN ACADEMIC CIRCLES, BUT THEIR APPLICATION TO DIRECT QUOTES DIFFERS IN PLACEMENT AND FORMAT. THE NOTES-BIBLIOGRAPHY SYSTEM USES FOOTNOTES OR ENDNOTES FOR IN-TEXT CITATIONS, WHILE THE AUTHOR-DATE SYSTEM USES PARENTHETICAL CITATIONS WITHIN THE TEXT. REGARDLESS OF THE SYSTEM CHOSEN, THE FUNDAMENTAL GOAL REMAINS THE SAME: TO ACCURATELY ACKNOWLEDGE THE SOURCE OF EVERY DIRECT QUOTATION USED. THIS ACKNOWLEDGMENT NOT ONLY PREVENTS PLAGIARISM BUT ALSO ALLOWS READERS TO LOCATE THE ORIGINAL SOURCE FOR FURTHER RESEARCH OR VERIFICATION.

SELECTING THE APPROPRIATE CHICAGO CITATION SYSTEM OFTEN DEPENDS ON THE SPECIFIC ACADEMIC DISCIPLINE OR PUBLISHER'S REQUIREMENTS. HUMANITIES DISCIPLINES, SUCH AS LITERATURE AND HISTORY, COMMONLY FAVOR THE NOTES-BIBLIOGRAPHY SYSTEM, WHICH ALLOWS FOR MORE EXTENSIVE EXPLANATORY NOTES. CONVERSELY, SOCIAL SCIENCES AND NATURAL SCIENCES OFTEN PREFER THE AUTHOR-DATE SYSTEM FOR ITS CONCISENESS AND EASE OF INTEGRATION INTO THE TEXT. THIS ARTICLE WILL PROVIDE COMPREHENSIVE EXAMPLES FOR BOTH, ENSURING CLARITY FOR WRITERS REGARDLESS OF THEIR CHOSEN SYSTEM.

THE NOTES-BIBLIOGRAPHY SYSTEM: DIRECT QUOTE EXAMPLES

IN THE NOTES-BIBLIOGRAPHY SYSTEM, DIRECT QUOTES ARE ACKNOWLEDGED THROUGH NUMBERED FOOTNOTES OR ENDNOTES. THE FIRST TIME A SOURCE IS CITED, THE NOTE CONTAINS FULL BIBLIOGRAPHIC INFORMATION. SUBSEQUENT CITATIONS OF THE SAME SOURCE BECOME SHORTENED. THIS SYSTEM IS PARTICULARLY USEFUL FOR INCORPORATING SUPPLEMENTARY INFORMATION OR COMMENTARY WITHOUT DISRUPTING THE FLOW OF THE MAIN TEXT.

FOOTNOTE AND ENDNOTE STRUCTURE FOR DIRECT QUOTES

WHEN CITING A DIRECT QUOTE USING THE NOTES-BIBLIOGRAPHY SYSTEM, THE FOOTNOTE OR ENDNOTE WILL TYPICALLY INCLUDE THE AUTHOR'S FIRST AND LAST NAME, THE TITLE OF THE WORK, PUBLICATION DETAILS, AND THE SPECIFIC PAGE NUMBER(S) WHERE THE QUOTE CAN BE FOUND. FOR SUBSEQUENT CITATIONS, A SHORTENED FORM IS USED, GENERALLY INCLUDING THE AUTHOR'S LAST NAME, A SHORTENED TITLE, AND THE PAGE NUMBER. THE KEY IS TO PROVIDE ENOUGH INFORMATION FOR THE READER TO IDENTIFY THE SOURCE AND LOCATE THE QUOTE.

EXAMPLE OF A FIRST NOTE FOR A BOOK QUOTE

IMAGINE YOU ARE QUOTING A SENTENCE FROM PAGE 45 OF JOHN SMITH'S BOOK, "THE ART OF WRITING," PUBLISHED IN 2022 BY UNIVERSITY PRESS. THE FIRST FOOTNOTE OR ENDNOTE WOULD APPEAR AS FOLLOWS:

- 1. JOHN SMITH, *THE ART OF WRITING* (NEW YORK: UNIVERSITY PRESS, 2022), 45.

EXAMPLE OF A SUBSEQUENT NOTE FOR A BOOK QUOTE

IF YOU CITE ANOTHER QUOTE FROM THE SAME BOOK ON PAGE 78, THE SUBSEQUENT NOTE WOULD BE SHORTENED:

- 2. SMITH, *ART OF WRITING*, 78.

EXAMPLE OF A NOTE FOR A JOURNAL ARTICLE QUOTE

FOR A DIRECT QUOTE FROM A JOURNAL ARTICLE, THE NOTE WOULD INCLUDE THE AUTHOR, ARTICLE TITLE, JOURNAL TITLE, VOLUME AND ISSUE NUMBERS, PUBLICATION YEAR, AND PAGE NUMBER. FOR INSTANCE, QUOTING SARAH LEE FROM PAGE 112 OF HER ARTICLE "ACADEMIC DISCOURSE" IN VOLUME 30, ISSUE 2 OF THE JOURNAL OF SCHOLARSHIP (2021):

- 3. SARAH LEE, "ACADEMIC DISCOURSE," *JOURNAL OF SCHOLARSHIP* 30, no. 2 (2021): 112.

EXAMPLE OF A NOTE FOR A WEBSITE QUOTE

CITING A DIRECT QUOTE FROM A WEBSITE REQUIRES THE AUTHOR (IF AVAILABLE), THE PAGE TITLE, THE WEBSITE NAME, AND THE URL. IF A SPECIFIC DATE OF PUBLICATION IS AVAILABLE, IT SHOULD BE INCLUDED. FOR EXAMPLE, A QUOTE FROM AN ARTICLE ON THE NATIONAL HISTORY SOCIETY WEBSITE, AUTHORED BY MARK BROWN, TITLED "PRESERVING THE PAST," ACCESSED ON OCTOBER 26, 2023:

- 4. MARK BROWN, "PRESERVING THE PAST," NATIONAL HISTORY SOCIETY, ACCESSED OCTOBER 26, 2023, [HTTPS://WWW.NATIONALHISTORY.ORG/PRESERVING-THE-PAST](https://www.nationalhistory.org/preserving-the-past).

THE AUTHOR-DATE SYSTEM: DIRECT QUOTE EXAMPLES

THE AUTHOR-DATE SYSTEM EMPLOYS PARENTHETICAL CITATIONS DIRECTLY WITHIN THE TEXT, TYPICALLY APPEARING AT THE END OF THE SENTENCE CONTAINING THE QUOTE. THESE CITATIONS USUALLY INCLUDE THE AUTHOR'S LAST NAME, THE YEAR OF PUBLICATION, AND THE PAGE NUMBER. A CORRESPONDING BIBLIOGRAPHY AT THE END OF THE DOCUMENT PROVIDES THE FULL BIBLIOGRAPHIC DETAILS FOR EACH SOURCE CITED.

PARENTHETICAL CITATION STRUCTURE FOR DIRECT QUOTES

THE STANDARD FORMAT FOR A PARENTHETICAL CITATION IN THE AUTHOR-DATE SYSTEM IS (AUTHOR LAST NAME YEAR, PAGE NUMBER). THIS CONCISE FORMAT ALLOWS READERS TO QUICKLY IDENTIFY THE SOURCE AND LOCATE IT IN THE REFERENCE LIST WITHOUT INTERRUPTING THE READING FLOW SIGNIFICANTLY.

EXAMPLE OF A PARENTHETICAL CITATION FOR A BOOK QUOTE

USING THE SAME EXAMPLE OF JOHN SMITH'S "THE ART OF WRITING," A DIRECT QUOTE FROM PAGE 45 WOULD BE CITED PARENTHETICALLY AS FOLLOWS:

"THE NUANCES OF LANGUAGE REQUIRE CAREFUL ATTENTION TO DETAIL," SMITH WROTE (SMITH 2022, 45).

EXAMPLE OF A PARENTHETICAL CITATION FOR A JOURNAL ARTICLE QUOTE

FOR SARAH LEE'S ARTICLE, A QUOTE FROM PAGE 112 WOULD BE CITED LIKE THIS:

THE CONCEPT OF ACADEMIC DISCOURSE IS COMPLEX (LEE 2021, 112).

EXAMPLE OF A PARENTHETICAL CITATION FOR A WEBSITE QUOTE

CITING A QUOTE FROM THE NATIONAL HISTORY SOCIETY WEBSITE, AUTHORED BY MARK BROWN, WOULD FOLLOW THIS FORMAT:

"OUR COLLECTIVE MEMORY IS A VITAL RESOURCE," STATED BROWN (BROWN 2023).

NOTE: IF THE WEBSITE DOES NOT HAVE A PUBLICATION DATE, YOU MAY OMIT THE YEAR, BUT ENSURE THE AUTHOR AND TITLE ARE CLEAR IN YOUR REFERENCE LIST.

FORMATTING DIRECT QUOTES IN TEXT

THE WAY A DIRECT QUOTE IS INTEGRATED INTO YOUR TEXT DEPENDS ON ITS LENGTH. CHICAGO STYLE DIFFERENTIATES BETWEEN SHORT QUOTATIONS (GENERALLY FEWER THAN FIVE LINES OF PROSE OR FEWER THAN THREE LINES OF POETRY) AND LONG QUOTATIONS. PROPER FORMATTING ENSURES THAT THE QUOTE IS CLEARLY DISTINGUISHABLE FROM YOUR OWN WRITING AND ADHERES TO ACADEMIC STANDARDS.

SHORT QUOTATIONS

SHORT QUOTATIONS ARE TYPICALLY ENCLOSED IN DOUBLE QUOTATION MARKS AND INTEGRATED DIRECTLY INTO YOUR SENTENCE. THE CITATION FOLLOWS IMMEDIATELY AFTER THE CLOSING QUOTATION MARK, BEFORE THE SENTENCE'S PUNCTUATION.

EXAMPLE OF A SHORT QUOTATION INTEGRATION

ACCORDING TO THE REPORT, THE ECONOMIC IMPACT WAS "SIGNIFICANT AND WIDESPREAD" (JOHNSON 2023, 15).

LONG QUOTATIONS (BLOCK QUOTES)

LONG QUOTATIONS (FIVE LINES OR MORE OF PROSE) ARE SET OFF FROM THE MAIN TEXT AS A BLOCK QUOTE. THIS MEANS THEY ARE INDENTED FROM THE LEFT MARGIN, WITHOUT QUOTATION MARKS. THE CITATION TYPICALLY FOLLOWS THE FINAL PUNCTUATION OF THE BLOCK QUOTE.

EXAMPLE OF A BLOCK QUOTE INTEGRATION

THE AUTHOR ELABORATES ON THE CHALLENGES OF IMPLEMENTING NEW POLICIES:

THE IMPLEMENTATION OF THESE DIRECTIVES PRESENTED UNFORESEEN LOGISTICAL HURDLES. RESISTANCE FROM VARIOUS STAKEHOLDERS, COUPLED WITH A LACK OF ADEQUATE TRAINING, SLOWED PROGRESS CONSIDERABLY. IT BECAME EVIDENT THAT A MORE PHASED APPROACH, WITH GREATER EMPHASIS ON STAKEHOLDER ENGAGEMENT, WOULD HAVE BEEN MORE EFFECTIVE IN ACHIEVING THE DESIRED OUTCOMES.
(WILLIAMS 2021, 88)

CITING DIRECT QUOTES FROM BOOKS

BOOKS REMAIN A PRIMARY SOURCE FOR MANY ACADEMIC ENDEAVORS, AND CITING DIRECT QUOTES FROM THEM REQUIRES PRECISION. WHETHER USING THE NOTES-BIBLIOGRAPHY OR AUTHOR-DATE SYSTEM, THE CORE INFORMATION NEEDED IS THE AUTHOR, TITLE, PUBLICATION DETAILS, AND PAGE NUMBER. THE SPECIFIC FORMAT OF THE CITATION WILL, OF COURSE, VARY BETWEEN THE TWO SYSTEMS.

NOTES-BIBLIOGRAPHY SYSTEM FOR BOOK QUOTES

AS DETAILED EARLIER, THE NOTES-BIBLIOGRAPHY SYSTEM USES FOOTNOTES OR ENDNOTES. THE FIRST CITATION FOR A BOOK INCLUDES ALL NECESSARY DETAILS, WHILE SUBSEQUENT CITATIONS ARE SHORTENED. THIS ENSURES THE READER CAN ALWAYS TRACE THE QUOTE BACK TO ITS ORIGIN.

AUTHOR-DATE SYSTEM FOR BOOK QUOTES

THE AUTHOR-DATE SYSTEM USES IN-TEXT PARENTHETICAL CITATIONS, WHICH ARE CONCISE AND INCLUDE THE AUTHOR'S LAST NAME, PUBLICATION YEAR, AND PAGE NUMBER. THE FULL BIBLIOGRAPHIC DETAILS ARE PROVIDED IN A REFERENCE LIST AT THE END OF THE DOCUMENT.

CITING DIRECT QUOTES FROM JOURNAL ARTICLES

JOURNAL ARTICLES ARE ANOTHER VITAL SOURCE IN ACADEMIC RESEARCH. CITING DIRECT QUOTES FROM THEM FOLLOWS SIMILAR PRINCIPLES TO CITING BOOKS, WITH THE INCLUSION OF ARTICLE-SPECIFIC DETAILS SUCH AS THE JOURNAL TITLE, VOLUME, ISSUE NUMBER, AND DATE.

NOTES-BIBLIOGRAPHY SYSTEM FOR JOURNAL ARTICLE QUOTES

IN THE NOTES-BIBLIOGRAPHY SYSTEM, FOOTNOTES OR ENDNOTES FOR JOURNAL ARTICLES WILL INCLUDE THE AUTHOR'S NAME, THE ARTICLE TITLE IN QUOTATION MARKS, THE JOURNAL TITLE IN ITALICS, VOLUME AND ISSUE NUMBERS, PUBLICATION YEAR, AND THE SPECIFIC PAGE NUMBER(S).

AUTHOR-DATE SYSTEM FOR JOURNAL ARTICLE QUOTES

THE AUTHOR-DATE SYSTEM WILL USE PARENTHETICAL CITATIONS WITHIN THE TEXT, TYPICALLY (AUTHOR LAST NAME YEAR, PAGE NUMBER), WITH THE FULL DETAILS IN THE REFERENCE LIST.

CITING DIRECT QUOTES FROM WEBSITES

THE DIGITAL AGE HAS MADE WEBSITES AN INDISPENSABLE SOURCE OF INFORMATION. HOWEVER, CITING THEM CAN SOMETIMES BE MORE COMPLEX DUE TO VARYING LEVELS OF INFORMATION PROVIDED (E.G., MISSING PUBLICATION DATES OR AUTHORS). CHICAGO STYLE PROVIDES GUIDELINES FOR THESE SITUATIONS.

NOTES-BIBLIOGRAPHY SYSTEM FOR WEBSITE QUOTES

WHEN CITING A WEBSITE, INCLUDE AS MUCH INFORMATION AS IS AVAILABLE: AUTHOR (IF APPLICABLE), TITLE OF THE SPECIFIC PAGE OR ARTICLE, THE NAME OF THE WEBSITE, AND THE URL. THE DATE OF ACCESS IS OFTEN INCLUDED, ESPECIALLY IF THE CONTENT IS LIKELY TO CHANGE.

AUTHOR-DATE SYSTEM FOR WEBSITE QUOTES

FOR THE AUTHOR-DATE SYSTEM, PARENTHETICAL CITATIONS FOR WEBSITES WILL GENERALLY INCLUDE THE AUTHOR'S LAST NAME AND, IF AVAILABLE, THE YEAR OF PUBLICATION. IF NO AUTHOR IS LISTED, THE TITLE OF THE PAGE OR ARTICLE MAY BE USED, OR A SHORTENED VERSION OF IT. THE URL AND ACCESS DATE WILL BE IN THE REFERENCE LIST.

SPECIAL CONSIDERATIONS FOR DIRECT QUOTES

BEYOND THE BASIC FORMATTING, THERE ARE SEVERAL SPECIAL CONSIDERATIONS WHEN INCORPORATING DIRECT QUOTES INTO YOUR CHICAGO-STYLE WORK. THESE NUANCES ENSURE ACCURACY AND MAINTAIN THE INTEGRITY OF THE QUOTED MATERIAL, AS WELL AS YOUR OWN SCHOLARLY VOICE.

ELLIPSES FOR OMITTED TEXT

IF YOU OMIT WORDS OR PHRASES FROM A DIRECT QUOTATION, YOU MUST USE AN ELLIPSIS (THREE DOTS) TO INDICATE THE OMISSION. IF THE OMISSION OCCURS IN THE MIDDLE OF A SENTENCE, USE THREE DOTS ENCLOSED IN SPACES. IF THE OMISSION OCCURS AT THE END OF A SENTENCE, AND YOU ARE USING THE END PUNCTUATION OF THE ORIGINAL SENTENCE, YOU MAY USE FOUR DOTS (A PERIOD FOLLOWED BY AN ELLIPSIS).

- EXAMPLE: "THE STUDY REVEALED THAT THE PARTICIPANTS EXHIBITED...IMPROVED COGNITIVE FUNCTION."
- EXAMPLE: "THE RESULTS WERE CONCLUSIVE, INDICATING A SIGNIFICANT SHIFT IN BEHAVIOR."

BRACKETS FOR ADDED OR MODIFIED TEXT

BRACKETS ARE USED TO INSERT CLARIFYING WORDS, PHRASES, OR EXPLANATIONS INTO A QUOTATION. THIS IS ESSENTIAL WHEN YOU NEED TO ENSURE THE QUOTE MAKES SENSE WITHIN THE CONTEXT OF YOUR OWN WRITING, OR IF YOU NEED TO CORRECT A MINOR ERROR IN THE ORIGINAL TEXT (THOUGH THIS SHOULD BE DONE SPARINGLY).

- EXAMPLE: SHE STATED, "THE PROCESS [OF REVISION] WAS MORE ARDUOUS THAN ANTICIPATED."

QUOTATIONS WITHIN QUOTATIONS

WHEN QUOTING SOMEONE WHO IS THEMSELVES QUOTING ANOTHER SOURCE, USE SINGLE QUOTATION MARKS FOR THE INNER QUOTATION AND DOUBLE QUOTATION MARKS FOR THE OUTER QUOTATION IN THE NOTES-BIBLIOGRAPHY SYSTEM. IN THE AUTHOR-DATE SYSTEM, THE STRUCTURE REMAINS THE SAME WITHIN THE TEXT, BUT THE CITATION WILL REFER TO THE PRIMARY SOURCE YOU ARE REFERENCING.

COMMON PITFALLS IN CITING DIRECT QUOTES

EVEN WITH CLEAR GUIDELINES, WRITERS CAN FALL INTO COMMON TRAPS WHEN CITING DIRECT QUOTES IN CHICAGO STYLE. AWARENESS OF THESE PITFALLS CAN HELP YOU AVOID ERRORS AND ENSURE YOUR WORK IS POLISHED AND CREDIBLE.

- **INCORRECT PUNCTUATION PLACEMENT:** ENSURE QUOTATION MARKS AND CITATION PUNCTUATION ARE CORRECTLY POSITIONED RELATIVE TO THE QUOTE AND YOUR SENTENCE.
- **MISSING PAGE NUMBERS:** ALWAYS INCLUDE PAGE NUMBERS FOR DIRECT QUOTES WHEN AVAILABLE.
- **INCONSISTENT CITATION SYSTEMS:** STICK TO EITHER THE NOTES-BIBLIOGRAPHY OR AUTHOR-DATE SYSTEM THROUGHOUT YOUR DOCUMENT.
- **OVER-QUOTING:** WHILE DIRECT QUOTES ARE VALUABLE, AN EXCESSIVE NUMBER CAN DETRACT FROM YOUR OWN ANALYSIS AND VOICE.
- **MISREPRESENTING THE SOURCE:** ENSURE YOUR USE OF ELLIPSES AND BRACKETS ACCURATELY REFLECTS THE ORIGINAL MEANING OF THE QUOTED MATERIAL.

FAQ

Q: WHAT IS THE PRIMARY DIFFERENCE BETWEEN CITING DIRECT QUOTES IN THE NOTES-BIBLIOGRAPHY SYSTEM VERSUS THE AUTHOR-DATE SYSTEM IN CHICAGO STYLE?

A: THE PRIMARY DIFFERENCE LIES IN THE PLACEMENT AND FORMAT OF THE IN-TEXT CITATION. THE NOTES-BIBLIOGRAPHY SYSTEM USES NUMBERED FOOTNOTES OR ENDNOTES, WHILE THE AUTHOR-DATE SYSTEM USES PARENTHETICAL CITATIONS DIRECTLY WITHIN THE TEXT, INCLUDING THE AUTHOR'S LAST NAME AND YEAR OF PUBLICATION.

Q: HOW DO I CITE A DIRECT QUOTE FROM A BOOK PUBLISHED WITHOUT AN AUTHOR'S NAME?

A: IF A BOOK LACKS AN AUTHOR, YOU TYPICALLY BEGIN THE CITATION WITH THE TITLE OF THE BOOK. IN THE NOTES-BIBLIOGRAPHY SYSTEM, THIS WOULD BE THE FIRST ELEMENT IN YOUR NOTE. IN THE AUTHOR-DATE SYSTEM, THE TITLE (OR A SHORTENED VERSION) WOULD FUNCTION AS THE "AUTHOR" IN THE PARENTHETICAL CITATION AND THE REFERENCE LIST ENTRY.

Q: WHEN SHOULD I USE ELLIPSES TO INDICATE OMISSIONS IN A DIRECT QUOTE?

A: YOU SHOULD USE ELLIPSES (THREE DOTS) WHEN YOU OMIT WORDS, PHRASES, OR SENTENCES FROM A DIRECT QUOTATION TO MAINTAIN THE ACCURACY AND INTEGRITY OF THE ORIGINAL TEXT. IF THE OMISSION OCCURS AT THE END OF A SENTENCE, AND YOU ARE KEEPING THE ORIGINAL SENTENCE'S PUNCTUATION, YOU MAY USE FOUR DOTS (A PERIOD FOLLOWED BY AN ELLIPSIS).

Q: WHAT IS A "BLOCK QUOTE" IN CHICAGO STYLE, AND WHEN SHOULD I USE IT FOR DIRECT QUOTATIONS?

A: A BLOCK QUOTE IS USED FOR DIRECT QUOTATIONS THAT ARE LONGER THAN FOUR LINES OF PROSE. THESE ARE SET OFF FROM THE MAIN TEXT BY INDENTING THEM FROM THE LEFT MARGIN, WITHOUT USING QUOTATION MARKS. THE CITATION TYPICALLY FOLLOWS THE FINAL PUNCTUATION OF THE BLOCK QUOTE.

Q: CAN I PARAPHRASE A SOURCE INSTEAD OF USING A DIRECT QUOTE? IF SO, HOW IS IT CITED DIFFERENTLY?

A: YES, YOU CAN PARAPHRASE. PARAPHRASING INVOLVES RESTATING THE SOURCE'S IDEAS IN YOUR OWN WORDS. WHEN PARAPHRASING, YOU STILL NEED TO CITE THE SOURCE. IN THE NOTES-BIBLIOGRAPHY SYSTEM, A FOOTNOTE OR ENDNOTE IS REQUIRED, AND IT MAY OR MAY NOT INCLUDE A PAGE NUMBER, DEPENDING ON WHETHER YOU ARE REFERRING TO A SPECIFIC POINT. IN THE AUTHOR-DATE SYSTEM, A PARENTHETICAL CITATION (AUTHOR LAST NAME YEAR) IS USED, AND PAGE NUMBERS ARE OFTEN RECOMMENDED BUT NOT ALWAYS STRICTLY REQUIRED FOR PARAPHRASES.

Q: HOW DO I HANDLE DIRECT QUOTES THAT CONTAIN ERRORS IN THE ORIGINAL TEXT?

A: IF A DIRECT QUOTE CONTAINS A GRAMMATICAL ERROR, MISSPELLING, OR OTHER MISTAKE THAT MIGHT CONFUSE READERS, YOU CAN INSERT THE LATIN TERM "SIC" IN BRACKETS IMMEDIATELY AFTER THE ERRONEOUS WORD OR PHRASE. THIS SIGNALS THAT THE ERROR IS PRESENT IN THE ORIGINAL SOURCE AND NOT A MISTAKE ON YOUR PART. FOR EXAMPLE: "HE WERE [SIC] PRESENT AT THE MEETING."

Q: WHAT IS THE RECOMMENDED WAY TO CITE A DIRECT QUOTE FROM AN ONLINE

ENCYCLOPEDIA OR DICTIONARY ENTRY?

A: FOR ONLINE ENCYCLOPEDIAS OR DICTIONARIES, CITE THE AUTHOR IF AVAILABLE. IF NO AUTHOR IS LISTED, USE THE TITLE OF THE ENTRY. INCLUDE THE NAME OF THE ENCYCLOPEDIA OR DICTIONARY AND THE URL. IN THE NOTES-BIBLIOGRAPHY SYSTEM, YOU WOULD ALSO INCLUDE AN ACCESS DATE. IN THE AUTHOR-DATE SYSTEM, YOU WOULD USE THE YEAR OF PUBLICATION IF AVAILABLE, OR THE ACCESS DATE IF NO PUBLICATION YEAR IS PRESENT.

Q: IS IT ACCEPTABLE TO MODIFY A DIRECT QUOTE FOR CLARITY OR FLOW?

A: YES, IT IS ACCEPTABLE TO MODIFY A DIRECT QUOTE USING ELLIPSES TO INDICATE OMITTED TEXT OR BRACKETS TO ADD CLARIFYING WORDS OR PHRASES. HOWEVER, THESE MODIFICATIONS SHOULD NEVER ALTER THE ORIGINAL MEANING OF THE QUOTE. MAJOR ALTERATIONS SHOULD BE AVOIDED, AND IF SIGNIFICANT CHANGES ARE NEEDED, PARAPHRASING IS USUALLY A BETTER OPTION.

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