

CHICAGO MANUAL INDIRECT QUOTATION CITATION

THE CHICAGO MANUAL OF STYLE IS A WIDELY RESPECTED AUTHORITY ON ACADEMIC AND PROFESSIONAL WRITING, OFFERING COMPREHENSIVE GUIDELINES FOR VARIOUS CITATION STYLES. UNDERSTANDING HOW TO PROPERLY ATTRIBUTE SOURCES IS CRUCIAL FOR ACADEMIC INTEGRITY AND CLARITY, AND THIS ARTICLE DELVES INTO THE SPECIFICS OF THE CHICAGO MANUAL INDIRECT QUOTATION CITATION. WE WILL EXPLORE THE NUANCES OF PARAPHRASING, SUMMARIZING, AND THE ESSENTIAL ELEMENTS REQUIRED FOR ACCURATE IN-TEXT AND BIBLIOGRAPHIC ENTRIES WHEN YOU'RE NOT USING DIRECT QUOTES. THIS GUIDE WILL EQUIP YOU WITH THE KNOWLEDGE TO CONFIDENTLY INCORPORATE INFORMATION FROM OTHER SOURCES INTO YOUR WORK, ENSURING ADHERENCE TO CHICAGO STYLE'S RIGOROUS STANDARDS. WE WILL COVER THE FUNDAMENTAL PRINCIPLES, THE DIFFERENCES BETWEEN PARAPHRASING AND SUMMARIZING, AND THE PRECISE FORMATTING NECESSARY FOR BOTH NOTES AND THE BIBLIOGRAPHY.

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IN ACADEMIC WRITING, ACKNOWLEDGING THE SOURCE OF INFORMATION IS PARAMOUNT. AN INDIRECT QUOTATION, OFTEN REFERRED TO AS PARAPHRASING OR SUMMARIZING, INVOLVES RESTATING SOMEONE ELSE'S IDEAS, ARGUMENTS, OR FINDINGS IN YOUR OWN WORDS. UNLIKE DIRECT QUOTATIONS, WHICH USE THE EXACT WORDING FROM THE ORIGINAL SOURCE ENCLOSED IN QUOTATION MARKS, INDIRECT QUOTATIONS ALLOW FOR GREATER INTEGRATION OF SOURCE MATERIAL INTO YOUR OWN PROSE. THE CHICAGO MANUAL OF STYLE (CMOS) PROVIDES CLEAR DIRECTIVES ON HOW TO HANDLE THESE INSTANCES TO AVOID PLAGIARISM AND GIVE CREDIT WHERE IT IS DUE. PROPERLY EXECUTED INDIRECT QUOTATIONS DEMONSTRATE YOUR UNDERSTANDING OF THE SOURCE MATERIAL AND HOW IT SUPPORTS YOUR OWN THESIS OR ARGUMENT.

THE CORE PRINCIPLE BEHIND CITING INDIRECT QUOTATIONS IS TO ENSURE THAT YOUR READER CAN EASILY LOCATE THE ORIGINAL SOURCE OF THE INFORMATION. THIS IS ACHIEVED THROUGH A CONSISTENT CITATION SYSTEM. WHETHER YOU ARE USING THE NOTES-BIBLIOGRAPHY SYSTEM OR THE AUTHOR-DATE SYSTEM, THE GOAL REMAINS THE SAME: TO PROVIDE SUFFICIENT INFORMATION FOR ATTRIBUTION. FAILING TO CITE AN INDIRECT QUOTATION IS EQUIVALENT TO PLAGIARISM, AS YOU ARE PRESENTING ANOTHER'S WORK AS YOUR OWN. THEREFORE, MASTERING THE ART OF INDIRECT QUOTATION CITATION IN CHICAGO STYLE IS AN ESSENTIAL SKILL FOR ANY WRITER ADHERING TO THESE GUIDELINES.

PARAPHRASING VS. SUMMARIZING IN CHICAGO STYLE

WHILE BOTH PARAPHRASING AND SUMMARIZING INVOLVE USING YOUR OWN WORDS TO CONVEY INFORMATION FROM A SOURCE, THEY DIFFER IN SCOPE AND PURPOSE. UNDERSTANDING THESE DISTINCTIONS IS CRUCIAL FOR ACCURATE CITATION AND EFFECTIVE WRITING.

PARAPHRASING

PARAPHRASING INVOLVES RESTATING A SPECIFIC PASSAGE OR IDEA FROM A SOURCE IN YOUR OWN WORDS, TYPICALLY

MAINTAINING A SIMILAR LENGTH TO THE ORIGINAL. THE PRIMARY GOAL OF PARAPHRASING IS TO INTEGRATE THE SOURCE'S SPECIFIC POINT INTO YOUR OWN WRITING WHILE MAKING IT MORE ACCESSIBLE OR FITTING IT SEAMLESSLY INTO YOUR ARGUMENT'S FLOW. IT REQUIRES A DEEP UNDERSTANDING OF THE ORIGINAL TEXT, NOT JUST A SIMPLE REARRANGING OF WORDS. WHEN PARAPHRASING, YOU ARE ESSENTIALLY REINTERPRETING THE AUTHOR'S MEANING AND EXPRESSING IT THROUGH YOUR UNIQUE LINGUISTIC STYLE.

SUMMARIZING

SUMMARIZING, ON THE OTHER HAND, INVOLVES CONDENSING THE MAIN POINTS OR THE ENTIRETY OF A LONGER TEXT INTO A MUCH SHORTER FORM. A SUMMARY CAPTURES THE ESSENCE OF THE ORIGINAL WORK WITHOUT NECESSARILY ADHERING TO ITS ORIGINAL STRUCTURE OR DETAIL. THIS IS USEFUL WHEN YOU NEED TO CONVEY THE OVERALL GIST OF A SOURCE WITHOUT GETTING BOGGED DOWN IN SPECIFIC EXAMPLES OR ELABORATE EXPLANATIONS. THE FOCUS HERE IS ON THE BREADTH OF THE ORIGINAL MATERIAL RATHER THAN THE DETAILED EXPOSITION OF A SINGLE POINT.

KEY COMPONENTS OF A CHICAGO MANUAL INDIRECT QUOTATION CITATION

REGARDLESS OF THE SPECIFIC CITATION SYSTEM EMPLOYED, CERTAIN FUNDAMENTAL PIECES OF INFORMATION ARE ALWAYS NECESSARY FOR A COMPLETE AND ACCURATE CITATION OF AN INDIRECT QUOTATION IN CHICAGO STYLE. THESE COMPONENTS ENABLE READERS TO TRACE THE INFORMATION BACK TO ITS ORIGIN.

AUTHOR OR EDITOR

THE NAME OF THE AUTHOR OR EDITOR IS THE MOST CRITICAL PIECE OF IDENTIFYING INFORMATION. FOR A BOOK, THIS IS TYPICALLY THE AUTHOR'S FULL NAME. FOR EDITED COLLECTIONS, IT MIGHT BE THE EDITOR'S NAME. IF THE SOURCE IS AN ORGANIZATION OR A GOVERNMENT AGENCY, THE NAME OF THAT ENTITY SERVES AS THE AUTHOR.

TITLE OF THE WORK

THE TITLE OF THE SOURCE FROM WHICH THE INFORMATION IS DRAWN IS ESSENTIAL. THIS INCLUDES THE FULL TITLE AND SUBTITLE OF BOOKS, ARTICLES, OR CHAPTERS. PROPER CAPITALIZATION AND ITALICIZATION (FOR BOOK TITLES) OR QUOTATION MARKS (FOR ARTICLE TITLES) ARE IMPORTANT ACCORDING TO CHICAGO STYLE CONVENTIONS.

PUBLICATION INFORMATION

THIS CATEGORY ENCOMPASSES DETAILS THAT HELP PINPOINT THE EXACT LOCATION OF THE SOURCE. FOR BOOKS, IT INCLUDES THE PLACE OF PUBLICATION, PUBLISHER, AND YEAR OF PUBLICATION. FOR JOURNAL ARTICLES, IT INVOLVES THE JOURNAL TITLE, VOLUME, ISSUE NUMBER, AND PUBLICATION DATE. FOR ONLINE SOURCES, IT MAY INCLUDE THE WEBSITE NAME AND URL.

PAGE NUMBERS (WHERE APPLICABLE)

EVEN WHEN PARAPHRASING OR SUMMARIZING, CHICAGO STYLE OFTEN RECOMMENDS INCLUDING PAGE NUMBERS IN YOUR IN-TEXT CITATION, ESPECIALLY IF YOU ARE REFERRING TO A SPECIFIC POINT OR ARGUMENT MADE WITHIN A LARGER WORK. THIS HELPS READERS FIND THE PRECISE LOCATION OF THE IDEA, EVEN IF IT'S NOT A DIRECT QUOTE. THE MANUAL ADVISES THIS FOR CLARITY AND PRECISION.

IN-TEXT CITATIONS FOR INDIRECT QUOTATIONS (NOTES SYSTEM)

THE NOTES-BIBLIOGRAPHY SYSTEM IN CHICAGO STYLE USES FOOTNOTES OR ENDNOTES TO CITE SOURCES. FOR INDIRECT QUOTATIONS, THESE NOTES SERVE TO DIRECT THE READER TO THE ORIGINAL SOURCE WITHOUT INTERRUPTING THE FLOW OF THE TEXT WITH PARENTHETICAL CITATIONS.

FIRST REFERENCE FOOTNOTE/ENDNOTE

THE FIRST TIME YOU REFER TO A PARTICULAR SOURCE IN YOUR TEXT, YOUR FOOTNOTE OR ENDNOTE WILL CONTAIN FULL BIBLIOGRAPHIC INFORMATION, SIMILAR TO A BIBLIOGRAPHY ENTRY BUT OFTEN WITH SLIGHTLY DIFFERENT PUNCTUATION AND ORDERING. FOR AN INDIRECT QUOTATION, YOU STILL NEED TO PROVIDE ENOUGH DETAIL FOR THE READER TO LOCATE THE SOURCE. THE SPECIFIC FORMAT WILL DEPEND ON THE TYPE OF SOURCE (BOOK, ARTICLE, WEBSITE, ETC.).

A TYPICAL FIRST REFERENCE FOOTNOTE FOR A PARAPHRASED IDEA FROM A BOOK MIGHT LOOK LIKE THIS:

- 1. AUTHOR'S FIRST NAME LAST NAME, TITLE OF BOOK (PLACE OF PUBLICATION: PUBLISHER, YEAR), PAGE NUMBER(S).

IF THE IDEA SPANS MULTIPLE PAGES OR YOU'RE SUMMARIZING A BROADER CONCEPT, YOU MIGHT INDICATE A RANGE OF PAGES, OR IF IT'S A GENERAL IDEA FROM THE ENTIRE WORK, YOU MIGHT OMIT SPECIFIC PAGE NUMBERS, THOUGH IT IS GENERALLY BEST PRACTICE TO INCLUDE THEM WHEN POSSIBLE FOR INDIRECT CITATIONS.

SUBSEQUENT REFERENCE FOOTNOTES/ENDNOTES

FOR SUBSEQUENT REFERENCES TO THE SAME SOURCE WITHIN YOUR PAPER, YOU WILL USE A SHORTENED NOTE FORMAT. THIS KEEPS YOUR NOTES CONCISE AND PREVENTS REDUNDANCY. THE SHORTENED NOTE TYPICALLY INCLUDES THE AUTHOR'S LAST NAME, A SHORTENED VERSION OF THE TITLE (IF NECESSARY TO DISTINGUISH IT FROM OTHER WORKS BY THE SAME AUTHOR), AND THE PAGE NUMBER(S) WHERE THE PARAPHRASED INFORMATION CAN BE FOUND.

A SUBSEQUENT REFERENCE FOOTNOTE MIGHT APPEAR AS:

- 2. LAST NAME, SHORTENED TITLE, PAGE NUMBER(S).

IF YOU HAVE ONLY ONE WORK BY A PARTICULAR AUTHOR, THE SHORTENED TITLE MAY BE OMITTED, LEAVING JUST THE AUTHOR'S LAST NAME AND THE PAGE NUMBER.

FOOTNOTES AND ENDNOTES: THE CORE OF CHICAGO NOTES STYLE

THE NOTES SYSTEM, WHETHER EMPLOYING FOOTNOTES (APPEARING AT THE BOTTOM OF THE PAGE) OR ENDNOTES (COLLECTED AT THE END OF THE CHAPTER OR DOCUMENT), IS THE HALLMARK OF THE CHICAGO MANUAL OF STYLE FOR MANY DISCIPLINES. THESE NOTES ARE WHERE THE DETAILED ATTRIBUTION FOR BOTH DIRECT AND INDIRECT QUOTATIONS RESIDES.

DETAILED BIBLIOGRAPHIC INFORMATION

THE INITIAL NOTE FOR ANY SOURCE PROVIDES A ROBUST SET OF DETAILS. FOR INDIRECT QUOTATIONS, THIS MEANS MORE THAN JUST THE AUTHOR AND TITLE. IT INCLUDES THE PUBLICATION DETAILS THAT ALLOW FOR PRECISE IDENTIFICATION. THE CHICAGO MANUAL OF STYLE IS METICULOUS ABOUT THESE DETAILS, ENSURING THAT EVERY PIECE OF INFORMATION IS PRESENTED IN A STANDARDIZED AND RECOGNIZABLE FORMAT. THIS COMPREHENSIVE APPROACH IS WHAT MAKES CHICAGO STYLE SO EFFECTIVE

FOR ACADEMIC RIGOR.

LINKING TO THE BIBLIOGRAPHY

WHILE FOOTNOTES AND ENDNOTES PROVIDE IMMEDIATE CITATION INFORMATION, THEY ALSO SERVE A CRUCIAL FUNCTION IN CONJUNCTION WITH THE BIBLIOGRAPHY. EACH NOTE, EVEN FOR AN INDIRECT QUOTATION, CORRESPONDS TO A FULL ENTRY IN THE BIBLIOGRAPHY AT THE END OF THE WORK. THIS DUAL SYSTEM ALLOWS READERS TO EITHER FIND THE SOURCE INFORMATION DIRECTLY IN THE NOTES OR CONSULT THE BIBLIOGRAPHY FOR A COMPLETE LIST OF ALL SOURCES CONSULTED AND CITED.

AUTHOR-PAGE STYLE (AUTHOR-DATE) FOR INDIRECT QUOTATIONS

AN ALTERNATIVE TO THE NOTES-BIBLIOGRAPHY SYSTEM IS THE AUTHOR-DATE SYSTEM, OFTEN PREFERRED IN THE SOCIAL SCIENCES AND NATURAL SCIENCES. IN THIS SYSTEM, IN-TEXT CITATIONS ARE BRIEF AND ENCLOSED IN PARENTHESES, INCLUDING THE AUTHOR'S LAST NAME, THE YEAR OF PUBLICATION, AND THE PAGE NUMBER(S) FROM WHICH THE PARAPHRASED OR SUMMARIZED INFORMATION WAS DRAWN.

PARENTHETICAL CITATIONS

WHEN USING THE AUTHOR-DATE SYSTEM FOR INDIRECT QUOTATIONS, THE PARENTHETICAL CITATION APPEARS WITHIN THE TEXT, TYPICALLY AT THE END OF THE SENTENCE OR CLAUSE CONTAINING THE PARAPHRASED MATERIAL. THIS PROVIDES IMMEDIATE ATTRIBUTION WITHOUT BEING OVERLY INTRUSIVE.

AN EXAMPLE OF AN IN-TEXT CITATION FOR AN INDIRECT QUOTATION USING THE AUTHOR-DATE SYSTEM:

- (SMITH 2020, 45)

IF YOU ARE REFERRING TO A GENERAL CONCEPT OR IDEA FROM A WORK THAT ISN'T TIED TO A SPECIFIC PAGE, YOU MIGHT STILL INCLUDE THE YEAR OF PUBLICATION. HOWEVER, FOR INDIRECT QUOTATIONS, THE PAGE NUMBER IS HIGHLY RECOMMENDED BY CHICAGO STYLE TO GUIDE THE READER TO THE SPECIFIC LOCATION OF THE IDEA, EVEN IF IT'S PARAPHRASED. THIS IS PARTICULARLY TRUE WHEN THE IDEA IS SPECIFIC OR NUANCED.

CORRESPONDING REFERENCE LIST

JUST AS THE NOTES SYSTEM HAS A BIBLIOGRAPHY, THE AUTHOR-DATE SYSTEM HAS A REFERENCE LIST. THIS LIST APPEARS AT THE END OF THE DOCUMENT AND CONTAINS FULL BIBLIOGRAPHIC INFORMATION FOR ALL SOURCES CITED IN THE TEXT. THE ENTRIES IN THE REFERENCE LIST ARE ALPHABETIZED BY AUTHOR'S LAST NAME AND INCLUDE THE PUBLICATION YEAR PROMINENTLY.

CRAFTING THE BIBLIOGRAPHY ENTRY FOR INDIRECT QUOTATIONS

THE BIBLIOGRAPHY IS A COMPREHENSIVE LIST OF ALL SOURCES CITED IN YOUR WORK, PROVIDING FULL PUBLICATION DETAILS FOR EACH ENTRY. WHETHER YOU ARE USING THE NOTES-BIBLIOGRAPHY SYSTEM OR THE AUTHOR-DATE SYSTEM, THE BIBLIOGRAPHY ENTRY FOR A SOURCE FROM WHICH YOU DERIVED AN INDIRECT QUOTATION MUST BE COMPLETE AND ACCURATE.

ESSENTIAL ELEMENTS OF A BIBLIOGRAPHY ENTRY

THE SPECIFIC FORMAT OF A BIBLIOGRAPHY ENTRY VARIES DEPENDING ON THE TYPE OF SOURCE. HOWEVER, COMMON ELEMENTS INCLUDE:

- AUTHOR'S LAST NAME, FIRST NAME.
- TITLE OF WORK.
- PUBLICATION INFORMATION (PLACE: PUBLISHER, YEAR).
- FOR ARTICLES: ARTICLE TITLE. JOURNAL TITLE VOLUME, NO. ISSUE (YEAR): PAGE NUMBERS.
- FOR ONLINE SOURCES: WEBSITE NAME. "PAGE TITLE." LAST MODIFIED DATE (IF AVAILABLE). URL.

EVEN IF YOU HAVE ONLY PARAPHRASED A SMALL SECTION OR A GENERAL IDEA, THE SOURCE MUST BE LISTED IN YOUR BIBLIOGRAPHY. THE GOAL IS TO GIVE CREDIT FOR ALL BORROWED IDEAS AND INFORMATION, NOT JUST DIRECT QUOTES.

FORMATTING VARIATIONS FOR DIFFERENT SOURCE TYPES

THE CHICAGO MANUAL OF STYLE PROVIDES DETAILED GUIDELINES FOR FORMATTING BIBLIOGRAPHY ENTRIES FOR A VAST ARRAY OF SOURCE TYPES, INCLUDING BOOKS, JOURNAL ARTICLES, MAGAZINES, NEWSPAPERS, WEBSITES, INTERVIEWS, AND MORE. IT IS ESSENTIAL TO CONSULT THE MOST RECENT EDITION OF THE MANUAL TO ENSURE YOU ARE ADHERING TO THE PRECISE PUNCTUATION AND ORDERING CONVENTIONS FOR EACH SPECIFIC TYPE OF SOURCE YOU CITE.

COMMON PITFALLS TO AVOID WITH INDIRECT QUOTATIONS

WRITERS OFTEN MAKE MISTAKES WHEN INCORPORATING INDIRECT QUOTATIONS INTO THEIR WORK. BEING AWARE OF THESE COMMON PITFALLS CAN HELP YOU AVOID PLAGIARISM AND MAINTAIN ACADEMIC INTEGRITY.

INADEQUATE PARAPHRASING

ONE OF THE MOST FREQUENT ERRORS IS FAILING TO ADEQUATELY REPHRASE THE ORIGINAL TEXT. THIS CAN INVOLVE CHANGING ONLY A FEW WORDS OR ALTERING THE SENTENCE STRUCTURE SLIGHTLY WHILE RETAINING TOO MUCH OF THE ORIGINAL PHRASING. THIS IS STILL CONSIDERED PLAGIARISM, EVEN IF YOU'VE ATTEMPTED TO CHANGE THE WORDING. TRUE PARAPHRASING REQUIRES A THOROUGH UNDERSTANDING OF THE SOURCE MATERIAL AND THE ABILITY TO EXPRESS ITS MEANING IN AN ENTIRELY NEW WAY.

OMITTING CITATIONS

ANOTHER SIGNIFICANT MISTAKE IS SIMPLY FORGETTING TO CITE AN INDIRECT QUOTATION. IF YOU PRESENT SOMEONE ELSE'S IDEA, RESEARCH, OR DATA AS YOUR OWN, EVEN UNINTENTIONALLY, IT CONSTITUTES PLAGIARISM. ALWAYS ERR ON THE SIDE OF CAUTION; IF YOU'RE UNSURE WHETHER TO CITE SOMETHING, IT'S BEST TO DO SO. THIS ALSO APPLIES TO SUMMARIZING BROAD IDEAS OR CONCLUSIONS DRAWN FROM A SOURCE.

INCORRECTLY FORMATTED CITATIONS

EVEN WHEN CITATIONS ARE INCLUDED, INCORRECT FORMATTING CAN BE A PROBLEM. INCONSISTENT USE OF PUNCTUATION, INCORRECT ORDER OF INFORMATION, OR IMPROPER CAPITALIZATION IN NOTES OR THE BIBLIOGRAPHY CAN DETRACT FROM THE PROFESSIONALISM OF YOUR WORK AND, IN SOME CASES, OBSCURE THE SOURCE. DILIGENT ADHERENCE TO CHICAGO STYLE'S

SPECIFIC RULES IS THEREFORE CRUCIAL.

WHEN TO CITE INDIRECTLY: ETHICAL AND ACADEMIC CONSIDERATIONS

THE DECISION OF WHEN TO USE AN INDIRECT QUOTATION VERSUS A DIRECT QUOTATION, AND THE ABSOLUTE NECESSITY OF CITING EITHER, IS ROOTED IN PRINCIPLES OF ACADEMIC HONESTY AND INTELLECTUAL RESPECT.

PRESENTING OTHERS' IDEAS

WHenever you incorporate any idea, theory, finding, statistic, or argument that originated with another person or source, you must cite it. This applies universally, whether you are paraphrasing, summarizing, or directly quoting. The intellectual property of others deserves clear attribution.

DEMONSTRATING RESEARCH AND SUPPORT

INDIRECT QUOTATIONS ARE POWERFUL TOOLS FOR DEMONSTRATING THAT YOU HAVE ENGAGED WITH RELEVANT SCHOLARSHIP AND THAT YOUR ARGUMENTS ARE SUPPORTED BY EXISTING RESEARCH. THEY ALLOW YOU TO WEAVE THE INSIGHTS OF OTHERS INTO YOUR OWN NARRATIVE, SHOWING HOW YOUR WORK BUILDS UPON OR CONTRIBUTES TO THE BROADER CONVERSATION IN YOUR FIELD. HOWEVER, THIS INTEGRATION MUST ALWAYS BE TRANSPARENT.

AVOIDING PLAGIARISM

THE MOST CRITICAL REASON TO CITE INDIRECTLY IS TO AVOID PLAGIARISM. PLAGIARISM IS NOT ONLY AN ACADEMIC OFFENSE BUT ALSO AN ETHICAL BREACH. IT UNDERMINES THE TRUST BETWEEN AUTHOR AND READER AND DEVALUES ORIGINAL SCHOLARSHIP. BY CITING INDIRECT QUOTATIONS METICULOUSLY, YOU UPHOLD ACADEMIC INTEGRITY AND DEMONSTRATE YOUR OWN SCHOLARLY INTEGRITY.

ADVANCED SCENARIOS AND EDGE CASES

WHILE THE GENERAL PRINCIPLES OF CHICAGO MANUAL INDIRECT QUOTATION CITATION ARE STRAIGHTFORWARD, CERTAIN SITUATIONS PRESENT UNIQUE CHALLENGES THAT REQUIRE CAREFUL CONSIDERATION AND ADHERENCE TO THE MANUAL'S DETAILED INSTRUCTIONS.

WORKS WITHOUT PAGE NUMBERS

FOR ONLINE SOURCES, OR OLDER TEXTS THAT LACK TRADITIONAL PAGINATION, CITING CAN BE MORE COMPLEX. IN SUCH CASES, YOU MAY NEED TO USE OTHER IDENTIFYING MARKERS LIKE CHAPTER NUMBERS, SECTION HEADINGS, OR PARAGRAPH NUMBERS, IF AVAILABLE. THE CHICAGO MANUAL OF STYLE PROVIDES GUIDANCE ON HOW TO ADAPT CITATION FORMATS FOR SOURCES THAT DO NOT CONFORM TO STANDARD PRINT CONVENTIONS.

MULTIPLE AUTHORS OR EDITORS

WHEN A SOURCE HAS MULTIPLE AUTHORS OR EDITORS, THE CITATION FORMAT IN BOTH NOTES AND THE BIBLIOGRAPHY CHANGES. THE CHICAGO STYLE DICTATES HOW TO LIST THESE CONTRIBUTORS, WHETHER THERE ARE TWO AUTHORS, THREE, OR MANY. UNDERSTANDING THESE VARIATIONS IS ESSENTIAL FOR ACCURACY, ESPECIALLY IN THE NOTES-BIBLIOGRAPHY SYSTEM WHERE NAMES ARE PRESENTED DIFFERENTLY IN NOTES VERSUS THE BIBLIOGRAPHY.

CORPORATE AUTHORSHIP AND NO AUTHOR

FOR SOURCES WHERE THERE IS NO INDIVIDUAL AUTHOR, SUCH AS REPORTS FROM ORGANIZATIONS OR GOVERNMENT AGENCIES, THE NAME OF THE ORGANIZATION ITSELF IS USED AS THE AUTHOR. IF A SOURCE TRULY HAS NO AUTHOR LISTED, THE TITLE OF THE WORK THEN MOVES TO THE AUTHOR POSITION IN THE CITATION. THESE SPECIFIC CIRCUMSTANCES HAVE DEFINED RULES WITHIN THE CHICAGO MANUAL OF STYLE TO ENSURE CLARITY AND CONSISTENCY.

FAQ

Q: WHAT IS THE MAIN DIFFERENCE BETWEEN A DIRECT QUOTATION AND AN INDIRECT QUOTATION IN CHICAGO STYLE?

A: THE MAIN DIFFERENCE LIES IN THE PRESENTATION OF THE SOURCE MATERIAL. A DIRECT QUOTATION USES THE EXACT WORDS FROM THE ORIGINAL SOURCE, ENCLOSED IN QUOTATION MARKS, AND REQUIRES SPECIFIC PAGE NUMBERS. AN INDIRECT QUOTATION, OR PARAPHRASE, REPHRASES THE SOURCE'S IDEAS IN YOUR OWN WORDS AND TYPICALLY STILL REQUIRES PAGE NUMBERS FOR PRECISION, ALONG WITH A CLEAR CITATION IN THE NOTES OR IN-TEXT.

Q: DO I NEED TO CITE AN INDIRECT QUOTATION IF I'M ONLY USING A GENERAL IDEA FROM A SOURCE?

A: YES, ABSOLUTELY. EVEN IF YOU'RE NOT QUOTING DIRECTLY OR PARAPHRASING A SPECIFIC SENTENCE, ANY IDEA, CONCEPT, THEORY, OR CONCLUSION THAT IS NOT YOUR OWN ORIGINAL THOUGHT MUST BE CITED. THIS INCLUDES SUMMARIZING LARGER ARGUMENTS OR FINDINGS FROM A SOURCE. FAILING TO DO SO IS CONSIDERED PLAGIARISM.

Q: HOW DO I FORMAT AN IN-TEXT CITATION FOR AN INDIRECT QUOTATION IN THE CHICAGO AUTHOR-DATE STYLE?

A: IN THE AUTHOR-DATE STYLE, AN IN-TEXT CITATION FOR AN INDIRECT QUOTATION TYPICALLY APPEARS IN PARENTHESES AT THE END OF THE SENTENCE OR CLAUSE CONTAINING THE PARAPHRASED MATERIAL. IT INCLUDES THE AUTHOR'S LAST NAME, THE YEAR OF PUBLICATION, AND THE PAGE NUMBER(S) FROM WHICH THE INFORMATION WAS DRAWN. FOR EXAMPLE: (SMITH 2020, 123).

Q: WHAT INFORMATION SHOULD BE INCLUDED IN A FOOTNOTE FOR AN INDIRECT QUOTATION IN CHICAGO NOTES-BIBLIOGRAPHY STYLE?

A: FOR THE FIRST REFERENCE OF A SOURCE USED FOR AN INDIRECT QUOTATION IN THE NOTES-BIBLIOGRAPHY SYSTEM, THE FOOTNOTE SHOULD INCLUDE THE AUTHOR'S FULL NAME, THE FULL TITLE OF THE WORK, PUBLICATION INFORMATION (PLACE, PUBLISHER, YEAR), AND THE PAGE NUMBER(S) WHERE THE PARAPHRASED IDEA CAN BE FOUND. SUBSEQUENT REFERENCES WILL USE A SHORTENED NOTE FORMAT.

Q: IS IT NECESSARY TO INCLUDE PAGE NUMBERS WHEN PARAPHRASING IN CHICAGO STYLE?

A: WHILE IT'S NOT ALWAYS STRICTLY MANDATORY FOR EVERY SINGLE PARAPHRASE, THE CHICAGO MANUAL OF STYLE STRONGLY RECOMMENDS INCLUDING PAGE NUMBERS FOR INDIRECT QUOTATIONS WHENEVER POSSIBLE. THIS PROVIDES THE GREATEST CLARITY FOR YOUR READER, ALLOWING THEM TO EASILY LOCATE THE SPECIFIC POINT BEING REFERENCED, EVEN IF IT'S NOT A WORD-FOR-WORD QUOTE.

Q: HOW DOES THE BIBLIOGRAPHY ENTRY FOR AN INDIRECT QUOTATION DIFFER FROM A DIRECT QUOTATION?

A: THE BIBLIOGRAPHY ENTRY ITSELF DOES NOT FUNDAMENTALLY DIFFER BASED ON WHETHER YOU USED A DIRECT OR INDIRECT QUOTATION. THE BIBLIOGRAPHIC INFORMATION FOR THE SOURCE REMAINS THE SAME. THE DISTINCTION LIES IN HOW THAT SOURCE IS REFERENCED WITHIN YOUR TEXT (VIA NOTES OR PARENTHETICAL CITATIONS) AND THE INCLUSION OF PAGE NUMBERS WHERE THE SPECIFIC INFORMATION WAS FOUND.

Q: WHAT IF I AM SUMMARIZING A WHOLE CHAPTER OR BOOK IN MY OWN WORDS? DO I STILL NEED TO CITE IT?

A: YES, ABSOLUTELY. EVEN WHEN SUMMARIZING A SUBSTANTIAL PORTION OR AN ENTIRE WORK, YOU MUST CITE THE SOURCE. THE SUMMARY REPRESENTS THE AUTHOR'S IDEAS AND FINDINGS, AND PROPER ATTRIBUTION IS REQUIRED. THE PAGE NUMBERS IN THIS CASE MIGHT REFER TO THE OVERALL WORK OR THE BEGINNING AND END PAGES OF THE SECTION YOU ARE SUMMARIZING.

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