

CHICAGO MANUAL OF STYLE FOOTNOTES FOR QUOTATIONS

EXAMPLES

CHICAGO MANUAL OF STYLE FOOTNOTES FOR QUOTATIONS EXAMPLES PROVIDE ESSENTIAL GUIDANCE FOR ACADEMIC AND PROFESSIONAL WRITERS SEEKING TO ACCURATELY ATTRIBUTE SOURCES. UNDERSTANDING HOW TO PROPERLY FORMAT THESE CITATIONS IS CRUCIAL FOR AVOIDING PLAGIARISM AND DEMONSTRATING SCHOLARLY RIGOR. THIS ARTICLE WILL DELVE DEEPLY INTO THE NUANCES OF USING CHICAGO MANUAL OF STYLE (CMOS) FOOTNOTES FOR QUOTATIONS, COVERING EVERYTHING FROM BASIC FORMATTING TO HANDLING SPECIFIC TYPES OF SOURCES. WE WILL EXPLORE THE STRUCTURE OF A FOOTNOTE, THE INFORMATION IT REQUIRES, AND HOW TO DIFFERENTIATE BETWEEN A FIRST-TIME CITATION AND SUBSEQUENT REFERENCES. YOU WILL FIND DETAILED EXPLANATIONS AND PRACTICAL EXAMPLES FOR VARIOUS MEDIA, ENSURING YOU CAN CONFIDENTLY CITE ANY QUOTATION ENCOUNTERED IN YOUR RESEARCH. THE GOAL IS TO EQUIP YOU WITH THE KNOWLEDGE TO IMPLEMENT CMOS FOOTNOTE CITATION EFFECTIVELY AND ACCURATELY.

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UNDERSTANDING THE PURPOSE OF FOOTNOTES IN CMOS

THE CHICAGO MANUAL OF STYLE EMPLOYS A DUAL-CITATION SYSTEM, OFFERING BOTH ENDNOTES AND FOOTNOTES AS ACCEPTABLE METHODS FOR ATTRIBUTING SOURCES. HOWEVER, FOOTNOTES, APPEARING AT THE BOTTOM OF THE PAGE WHERE THE CITATION IS NEEDED, ARE OFTEN PREFERRED FOR THEIR IMMEDIATE ACCESSIBILITY. THEIR PRIMARY PURPOSE IS TO PROVIDE READERS WITH THE PRECISE LOCATION OF THE QUOTED MATERIAL WITHIN THE SOURCE, ALLOWING FOR EASY VERIFICATION AND FURTHER RESEARCH. BEYOND SIMPLE ATTRIBUTION, FOOTNOTES CAN ALSO HOUSE SUPPLEMENTARY INFORMATION OR TANGENTIAL DISCUSSIONS THAT MIGHT DISRUPT THE FLOW OF THE MAIN TEXT. THIS DUAL FUNCTIONALITY MAKES THEM A POWERFUL TOOL FOR ACADEMIC WRITING, ENSURING CLARITY AND DEPTH.

EFFECTIVE USE OF FOOTNOTES ENHANCES THE CREDIBILITY OF YOUR WORK. BY METICULOUSLY CITING EVERY BORROWED IDEA OR VERBATIM TEXT, YOU ACKNOWLEDGE THE INTELLECTUAL PROPERTY OF OTHERS AND BUILD TRUST WITH YOUR AUDIENCE. THE CHICAGO STYLE, IN PARTICULAR, EMPHASIZES CLARITY AND THOROUGHNESS IN ITS CITATION PRACTICES. FOOTNOTES SERVE AS A DIRECT LINK BETWEEN YOUR TEXT AND THE ORIGINAL SOURCE, A TESTAMENT TO YOUR DILIGENCE AS A RESEARCHER. THIS DIRECT CONNECTION IS INVALUABLE FOR ANYONE WISHING TO DELVE DEEPER INTO THE SUBJECT MATTER OR SCRUTINIZE THE EVIDENCE PRESENTED.

THE ANATOMY OF A CHICAGO MANUAL OF STYLE FOOTNOTE FOR QUOTATIONS

A CHICAGO MANUAL OF STYLE FOOTNOTE FOR A QUOTATION IS A STANDARDIZED ENTRY THAT INCLUDES SEVERAL KEY PIECES OF INFORMATION. AT ITS CORE, IT IDENTIFIES THE SOURCE FROM WHICH THE QUOTATION ORIGINATES AND, CRUCIALLY, THE SPECIFIC LOCATION WITHIN THAT SOURCE. THE STRUCTURE GENERALLY FOLLOWS A CONSISTENT PATTERN, ALTHOUGH MINOR VARIATIONS EXIST DEPENDING ON THE TYPE OF SOURCE BEING CITED. THE GOAL IS TO PROVIDE ENOUGH INFORMATION FOR A READER TO LOCATE THE ORIGINAL MATERIAL WITH MINIMAL EFFORT.

THE ESSENTIAL COMPONENTS OF A FOOTNOTE TYPICALLY INCLUDE THE AUTHOR'S NAME, THE TITLE OF THE WORK, PUBLICATION DETAILS (SUCH AS PLACE, PUBLISHER, AND YEAR), AND, MOST IMPORTANTLY FOR QUOTATIONS, A PAGE NUMBER OR RANGE. THE

FORMAT BEGINS WITH A SUPERScript ARABIC NUMERAL IN THE TEXT, CORRESPONDING TO THE FOOTNOTE NUMBER AT THE BOTTOM OF THE PAGE. THE FOOTNOTE ITSELF STARTS WITH THE SUPERScript NUMBER, FOLLOWED BY THE CITATION INFORMATION. FOR DIRECT QUOTATIONS, THIS DETAILED REFERENCING IS PARAMOUNT.

ESSENTIAL COMPONENTS OF A FOOTNOTE

WHEN CONSTRUCTING A CHICAGO-STYLE FOOTNOTE FOR A QUOTATION, SEVERAL ELEMENTS ARE INDISPENSABLE. THESE COMPONENTS WORK TOGETHER TO CREATE A CLEAR AND UNAMBIGUOUS REFERENCE FOR YOUR READER. UNDERSTANDING EACH PART ENSURES ACCURACY AND ADHERENCE TO THE STYLE GUIDE.

- **AUTHOR'S NAME:** THE FULL NAME OF THE AUTHOR OR EDITOR, FORMATTED AS FIRST NAME LAST NAME.
- **TITLE OF THE WORK:** THE FULL TITLE OF THE BOOK, ARTICLE, OR OTHER SOURCE, ITALICIZED FOR BOOKS OR IN QUOTATION MARKS FOR ARTICLES WITHIN A LARGER WORK.
- **PUBLICATION INFORMATION:** THIS VARIES BY SOURCE TYPE BUT GENERALLY INCLUDES THE CITY OF PUBLICATION, THE PUBLISHER'S NAME, AND THE YEAR OF PUBLICATION. FOR ARTICLES, IT INCLUDES THE JOURNAL NAME, VOLUME, ISSUE, AND DATE.
- **PAGE NUMBER(S):** THE SPECIFIC PAGE OR PAGE RANGE WHERE THE QUOTATION CAN BE FOUND. THIS IS OFTEN PRECEDED BY "P." FOR A SINGLE PAGE OR "PP." FOR A RANGE.

FORMATTING FOOTNOTES FOR DIRECT QUOTATIONS

DIRECT QUOTATIONS, WHERE YOU REPRODUCE A PASSAGE VERBATIM FROM A SOURCE, REQUIRE PRECISE CITATION THROUGH FOOTNOTES. THE INITIAL FOOTNOTE ENTRY FOR A DIRECT QUOTATION NEEDS TO BE COMPREHENSIVE, PROVIDING ALL NECESSARY BIBLIOGRAPHICAL DATA AND THE SPECIFIC LOCATOR. THIS DETAILED FIRST CITATION ENSURES THAT THE READER HAS ALL THE INFORMATION NEEDED TO FIND THE EXACT PASSAGE YOU ARE REFERENCING.

THE STRUCTURE FOR A DIRECT QUOTATION FOOTNOTE TYPICALLY BEGINS WITH THE AUTHOR'S FIRST NAME, FOLLOWED BY THEIR LAST NAME, THEN THE ITALICIZED TITLE OF THE WORK, PUBLICATION DETAILS, AND FINALLY, THE PAGE NUMBER. FOR INSTANCE, IF YOU WERE QUOTING FROM A BOOK, THE FORMAT WOULD BE CLOSELY ALIGNED WITH HOW IT WOULD APPEAR IN A BIBLIOGRAPHY, BUT WITH THE AUTHOR'S NAME FIRST AND THE INCLUSION OF THE PAGE NUMBER.

BOOK QUOTATION EXAMPLE

LET'S CONSIDER A SCENARIO WHERE YOU ARE QUOTING A SENTENCE FROM A HISTORICAL ANALYSIS BOOK. THE FOOTNOTE ENTRY IN THE TEXT WOULD BE A SUPERScript NUMBER, AND AT THE BOTTOM OF THE PAGE, THE FOOTNOTE WOULD BE FORMATTED AS FOLLOWS:

1. DAVID McCULLOUGH, *1776* (New York: SIMON & SCHUSTER, 2005), 112.

IN THIS EXAMPLE, "DAVID McCULLOUGH" IS THE AUTHOR, "*1776*" IS THE ITALICIZED TITLE OF THE BOOK, "New York: SIMON & SCHUSTER, 2005" PROVIDES THE PUBLICATION DETAILS, AND "112" IS THE SPECIFIC PAGE NUMBER FROM WHICH THE QUOTATION WAS TAKEN.

JOURNAL ARTICLE QUOTATION EXAMPLE

CITING A DIRECT QUOTATION FROM A SCHOLARLY JOURNAL ARTICLE FOLLOWS A SIMILAR PRINCIPLE BUT INCORPORATES JOURNAL-SPECIFIC DETAILS. THE TITLE OF THE ARTICLE IS PLACED IN QUOTATION MARKS, AND THE JOURNAL TITLE IS ITALICIZED.

2. SARAH M. BROOM, "THE ROOTS OF RESILIENCE," *THE ATLANTIC*, OCTOBER 2020, 34.

HERE, "SARAH M. BROOM" IS THE AUTHOR, "THE ROOTS OF RESILIENCE" IS THE ARTICLE TITLE IN QUOTATION MARKS, "THE ATLANTIC" IS THE ITALICIZED JOURNAL NAME, "OCTOBER 2020" IS THE PUBLICATION DATE, AND "34" IS THE PAGE NUMBER.

HANDLING BLOCK QUOTATIONS

BLOCK QUOTATIONS, ALSO KNOWN AS DISPLAYED QUOTATIONS, ARE LONGER PASSAGES (TYPICALLY 40 WORDS OR MORE IN PROSE, OR THREE LINES OR MORE IN POETRY) THAT ARE SET APART FROM THE MAIN TEXT. THEY ARE INDENTED AND DO NOT USE QUOTATION MARKS. THE CITATION FOR BLOCK QUOTATIONS FOLLOWS THE SAME PRINCIPLES AS FOR SHORTER DIRECT QUOTATIONS, BUT THEIR PRESENTATION IN THE TEXT IS DISTINCT, AND THE FOOTNOTE PLACEMENT IS ALSO A KEY CONSIDERATION.

WHEN INTRODUCING A BLOCK QUOTATION, YOU USUALLY DO NOT NEED A COMMA OR COLON IMMEDIATELY BEFORE IT. THE QUOTATION ITSELF IS INDENTED FROM THE LEFT MARGIN. THE FOOTNOTE NUMERAL SHOULD FOLLOW THE FINAL PUNCTUATION OF THE BLOCK QUOTATION. THIS PLACEMENT ENSURES THAT THE ENTIRE QUOTED BLOCK IS CLEARLY ASSOCIATED WITH ITS SOURCE.

FORMATTING A BLOCK QUOTATION FOOTNOTE

THE FOOTNOTE ENTRY FOR A BLOCK QUOTATION PROVIDES THE SAME BIBLIOGRAPHICAL INFORMATION AS A SHORT QUOTATION BUT IS ASSOCIATED WITH A VISUALLY DISTINCT BLOCK OF TEXT. THE INDENTATION AND LACK OF QUOTATION MARKS ARE KEY TEXTUAL FEATURES, WHILE THE FOOTNOTE REMAINS STANDARD.

FOR EXAMPLE, IF YOU WERE INCLUDING A SUBSTANTIAL EXCERPT FROM A HISTORICAL DOCUMENT AS A BLOCK QUOTATION:

THE DECLARATION OF INDEPENDENCE STATES:

WE HOLD THESE TRUTHS TO BE SELF-EVIDENT, THAT ALL MEN ARE CREATED EQUAL, THAT THEY ARE ENDOWED BY THEIR CREATOR WITH CERTAIN UNALIENABLE RIGHTS, THAT AMONG THESE ARE LIFE, LIBERTY AND THE PURSUIT OF HAPPINESS. THAT TO SECURE THESE RIGHTS, GOVERNMENTS ARE INSTITUTED AMONG MEN, DERIVING THEIR JUST POWERS FROM THE CONSENT OF THE GOVERNED.

3. "THE DECLARATION OF INDEPENDENCE," ADOPTED JULY 4, 1776, NATIONAL ARCHIVES, ACCESSED NOVEMBER 15, 2023, [HTTPS://WWW.ARCHIVES.GOV/FOUNDING-DOCS/DECLARATION-TRANSCRIPT](https://www.archives.gov/founding-docs/declaration-transcript).

NOTE THAT FOR FOUNDATIONAL HISTORICAL DOCUMENTS READILY AVAILABLE ONLINE, THE CITATION MIGHT INCLUDE THE URL AND ACCESS DATE, ALONGSIDE THE DOCUMENT'S TITLE AND ADOPTION DATE. THE PAGE NUMBER IS OMITTED IF THERE ISN'T A SPECIFIC PAGINATION IN THE CONSULTED VERSION.

FOOTNOTES FOR INDIRECT QUOTATIONS (PARAPHRASES AND SUMMARIES)

WHILE DIRECT QUOTATIONS DEMAND VERBATIM ACCURACY AND SPECIFIC PAGE NUMBERS, INDIRECT QUOTATIONS—PARAPHRASES OR SUMMARIES OF ANOTHER AUTHOR'S IDEAS—ALSO REQUIRE CITATION. EVEN WHEN YOU REPHRASE AN IDEA IN YOUR OWN WORDS, YOU ARE STILL BORROWING INTELLECTUAL CONTENT, AND PROPER ATTRIBUTION IS ESSENTIAL TO AVOID PLAGIARISM. THE CHICAGO MANUAL OF STYLE MANDATES THAT READERS BE INFORMED OF THE SOURCE OF THESE IDEAS.

FOR PARAPHRASES AND SUMMARIES, THE FOOTNOTE STILL POINTS TO THE ORIGINAL SOURCE, BUT IT MIGHT NOT ALWAYS REQUIRE THE SPECIFIC PAGE NUMBER, ESPECIALLY IF THE IDEA IS DISCUSSED OVER AN EXTENDED PORTION OF THE TEXT. HOWEVER, INCLUDING THE PAGE NUMBER IS OFTEN RECOMMENDED FOR GREATER PRECISION, ALLOWING READERS TO LOCATE THE SPECIFIC PASSAGE THAT INSPIRED YOUR PARAPHRASE OR SUMMARY. THIS PRACTICE ENHANCES TRANSPARENCY AND AIDS IN ACADEMIC INTEGRITY.

PARAPHRASE CITATION EXAMPLE

WHEN YOU PARAPHRASE A POINT MADE BY AN AUTHOR, THE FOOTNOTE SHOULD LEAD THE READER TO THE SOURCE. WHILE PAGE NUMBERS ARE OFTEN BENEFICIAL, THE CORE INFORMATION OF AUTHOR AND TITLE REMAINS.

4. McCULLOUGH, 1776, 115.

IN THIS EXAMPLE, THE PARAPHRASE DRAWS FROM PAGE 115 OF DAVID McCULLOUGH'S 1776. EVEN THOUGH THE WORDS ARE YOUR OWN, THE IDEA IS ATTRIBUTED TO THE ORIGINAL SOURCE. THIS IS A "SHORTENED FOOTNOTE" FORMAT, WHICH WE WILL DISCUSS FURTHER.

SUMMARY CITATION EXAMPLE

SIMILARLY, IF YOU ARE SUMMARIZING A LARGER SECTION OR ARGUMENT FROM A SOURCE, YOU MUST STILL CITE IT. THE FOOTNOTE WILL DIRECT THE READER TO THE RELEVANT WORK.

5. BROOM, "THE ROOTS OF RESILIENCE," 32-33.

HERE, THE SUMMARY OF AN ARGUMENT FROM SARAH M. BROOM'S ARTICLE IS ATTRIBUTED, WITH THE FOOTNOTE POINTING TO PAGES 32-33, INDICATING THE SCOPE OF THE SUMMARIZED MATERIAL.

CITING DIFFERENT TYPES OF SOURCES IN FOOTNOTES

THE CHICAGO MANUAL OF STYLE PROVIDES GUIDELINES FOR CITING A WIDE ARRAY OF SOURCE MATERIALS, AND THE FORMAT OF FOOTNOTES ADJUSTS ACCORDINGLY. WHETHER YOU ARE CITING A BOOK, JOURNAL ARTICLE, WEBSITE, NEWSPAPER, OR EVEN A VISUAL ARTWORK, EACH HAS A SPECIFIC WAY OF BEING PRESENTED IN A FOOTNOTE TO ENSURE CLARITY AND COMPLETENESS. ADHERING TO THESE VARIATIONS IS CRITICAL FOR MAINTAINING CONSISTENCY AND ACCURACY IN YOUR RESEARCH PAPER.

THE CORE PRINCIPLE REMAINS THE SAME: PROVIDE ENOUGH INFORMATION FOR THE READER TO LOCATE THE ORIGINAL SOURCE. THIS INVOLVES IDENTIFYING THE AUTHOR, TITLE, PUBLICATION DETAILS, AND SPECIFIC LOCATION. THE NUANCES LIE IN WHAT CONSTITUTES "PUBLICATION DETAILS" FOR DIFFERENT MEDIA. FOR INSTANCE, A WEBSITE CITATION WILL DIFFER SIGNIFICANTLY FROM A BOOK CITATION.

ONLINE RESOURCES

CITING ONLINE RESOURCES HAS BECOME INCREASINGLY COMMON. FOR WEBSITES, YOU TYPICALLY INCLUDE THE AUTHOR (IF AVAILABLE), THE TITLE OF THE SPECIFIC PAGE OR ARTICLE, THE NAME OF THE WEBSITE, THE PUBLICATION OR UPDATE DATE (IF AVAILABLE), AND THE URL, ALONG WITH AN ACCESS DATE.

6. "THE HISTORY OF THE CHICAGO MANUAL OF STYLE," THE UNIVERSITY OF CHICAGO PRESS, LAST MODIFIED SEPTEMBER 1, 2023, [HTTPS://WWW.CHICAGOMANUALOFSTYLE.ORG/ABOUT-HISTORY.HTML](https://www.chicagomanualofstyle.org/about-history.html).

THIS FOOTNOTE PROVIDES THE TITLE OF THE PAGE, THE ORGANIZATION RESPONSIBLE, A MODIFICATION DATE, AND THE FULL URL. THE ACCESS DATE IS IMPORTANT FOR ONLINE CONTENT THAT CAN CHANGE.

NEWSPAPER ARTICLES

NEWSPAPER ARTICLES ARE CITED WITH THE AUTHOR'S NAME (IF KNOWN), THE ARTICLE TITLE, THE NEWSPAPER NAME (ITALICIZED), THE DATE OF PUBLICATION, AND THE PAGE NUMBER OR SECTION/PAGE. FOR ONLINE NEWSPAPER ARTICLES, A URL AND ACCESS DATE WOULD ALSO BE INCLUDED.

7. ANNA QUINDLEN, "WHAT ABOUT THE CHILDREN?" THE NEW YORK TIMES, JUNE 1, 1992, A23.

IN THIS EXAMPLE, "ANNA QUINDLEN" IS THE AUTHOR, "WHAT ABOUT THE CHILDREN?" IS THE ARTICLE TITLE, "THE NEW YORK TIMES" IS THE ITALICIZED NEWSPAPER NAME, "JUNE 1, 1992" IS THE PUBLICATION DATE, AND "A23" IS THE SECTION AND PAGE NUMBER.

SUBSEQUENT CITATIONS: SHORTENED FOOTNOTES

ONCE A SOURCE HAS BEEN FULLY CITED IN A FOOTNOTE FOR THE FIRST TIME, SUBSEQUENT REFERENCES TO THE SAME SOURCE CAN BE MADE USING A SHORTENED FOOTNOTE FORMAT. THIS CONVENTION PREVENTS REPETITIVE INCLUSION OF COMPLETE BIBLIOGRAPHICAL INFORMATION, MAKING THE FOOTNOTES MORE CONCISE AND LESS DISRUPTIVE TO THE READING EXPERIENCE. THE SHORTENED FOOTNOTE ASSUMES THE READER CAN REFER BACK TO THE FIRST FULL CITATION FOR COMPLETE DETAILS.

THE SHORTENED FOOTNOTE TYPICALLY INCLUDES THE AUTHOR'S LAST NAME, A SHORTENED VERSION OF THE TITLE (IF THE FULL TITLE IS LONG), AND THE SPECIFIC PAGE NUMBER. THIS FORMAT IS EMPLOYED FOR ANY SUBSEQUENT REFERENCE, WHETHER FOR A DIRECT QUOTATION, PARAPHRASE, OR SUMMARY, AS LONG AS IT REFERS TO THE SAME SOURCE THAT WAS PREVIOUSLY CITED IN FULL.

SHORTENED FOOTNOTE FOR A BOOK

IF YOU HAVE ALREADY PROVIDED A FULL CITATION FOR McCULLOUGH'S 1776, A SUBSEQUENT CITATION WOULD LOOK LIKE THIS:

8. McCULLOUGH, 1776, 120.

THIS ENTRY IS MUCH BRIEFER THAN THE INITIAL CITATION BUT STILL PROVIDES THE AUTHOR'S LAST NAME, THE TITLE, AND THE PRECISE PAGE NUMBER. IT'S CLEAR AND EFFICIENT FOR REPEATED REFERENCES.

SHORTENED FOOTNOTE FOR A JOURNAL ARTICLE

SIMILARLY, FOR SARAH M. BROOM'S ARTICLE, A SUBSEQUENT CITATION WOULD BE:

9. BROOM, "ROOTS OF RESILIENCE," 35.

NOTE THAT THE TITLE CAN BE SLIGHTLY SHORTENED IF IT REMAINS CLEAR. IN THIS CASE, "ROOTS OF RESILIENCE" IS A RECOGNIZABLE SHORTENED VERSION OF "THE ROOTS OF RESILIENCE." THE KEY IS THAT THE READER CAN EASILY IDENTIFY THE SOURCE FROM THE FIRST FULL CITATION.

COMMON PITFALLS AND BEST PRACTICES FOR CMOS FOOTNOTES

WHILE THE CHICAGO MANUAL OF STYLE PROVIDES CLEAR GUIDELINES FOR FOOTNOTES, WRITERS CAN STILL ENCOUNTER CHALLENGES. COMMON ERRORS OFTEN ARISE FROM INCONSISTENCY, INCORRECT PUNCTUATION, OR MISUNDERSTANDING THE DIFFERENCE BETWEEN FIRST AND SUBSEQUENT CITATIONS. AWARENESS OF THESE POTENTIAL PITFALLS CAN HELP ENSURE ACCURATE AND PROFESSIONAL CITATION PRACTICES.

ONE OF THE MOST FREQUENT MISTAKES IS FAILING TO DISTINGUISH BETWEEN THE FIRST, FULL CITATION AND SUBSEQUENT, SHORTENED CITATIONS. ANOTHER COMMON ISSUE IS INCORRECT PUNCTUATION WITHIN THE FOOTNOTE, SUCH AS MISSING COMMAS OR MISPLACED PERIODS. IT'S ALSO IMPORTANT TO PAY CLOSE ATTENTION TO THE FORMATTING OF TITLES (ITALICIZED FOR BOOKS, IN QUOTATION MARKS FOR ARTICLES) AND THE SPECIFIC DETAILS REQUIRED FOR DIFFERENT SOURCE TYPES.

KEY BEST PRACTICES

TO ENSURE YOUR FOOTNOTES ARE ACCURATE AND PROFESSIONAL, CONSIDER THESE BEST PRACTICES:

- **MAINTAIN CONSISTENCY:** APPLY THE SAME FORMATTING RULES THROUGHOUT YOUR DOCUMENT.
- **DOUBLE-CHECK PAGE NUMBERS:** ENSURE THEY ARE ACCURATE AND CORRESPOND TO THE QUOTED OR PARAPHRASED MATERIAL.
- **USE A STYLE GUIDE:** REFER TO THE LATEST EDITION OF THE CHICAGO MANUAL OF STYLE FOR DEFINITIVE GUIDANCE.
- **PROOFREAD CAREFULLY:** REVIEW YOUR FOOTNOTES FOR ANY GRAMMATICAL ERRORS OR TYPOS.
- **DISTINGUISH SOURCE TYPES:** UNDERSTAND THE SPECIFIC CITATION REQUIREMENTS FOR BOOKS, ARTICLES, WEBSITES, ETC.
- **FORMAT BLOCK QUOTES CORRECTLY:** ENSURE THEY ARE INDENTED AND PROPERLY CITED.

BY METICULOUSLY FOLLOWING THESE PRACTICES, YOU CAN ENSURE YOUR CHICAGO-STYLE FOOTNOTES ARE BOTH ACCURATE AND CONTRIBUTE POSITIVELY TO THE SCHOLARLY INTEGRITY OF YOUR WORK.

WHEN TO USE FOOTNOTES VS. ENDNOTES

THE CHICAGO MANUAL OF STYLE PRESENTS BOTH FOOTNOTE AND ENDNOTE SYSTEMS AS VALID. THE CHOICE BETWEEN THEM OFTEN DEPENDS ON THE SPECIFIC REQUIREMENTS OF AN ASSIGNMENT OR PUBLISHER, OR SIMPLY PERSONAL PREFERENCE. FOOTNOTES APPEAR AT THE BOTTOM OF THE PAGE WHERE THE REFERENCE OCCURS, OFFERING IMMEDIATE VISIBILITY FOR THE READER. ENDNOTES, CONVERSELY, ARE COLLECTED AT THE END OF THE DOCUMENT, CHAPTER, OR BOOK, WHICH CAN SOMETIMES MAKE THE MAIN TEXT APPEAR CLEANER AND LESS INTERRUPTED.

REGARDLESS OF THE SYSTEM CHOSEN, THE FORMATTING OF THE INDIVIDUAL CITATION IS IDENTICAL. THE PRIMARY DIFFERENCE IS THE LOCATION OF THE COLLECTED NOTES. FOR ACADEMIC PAPERS, ESPECIALLY THOSE IN THE HUMANITIES, FOOTNOTES ARE VERY COMMON. THEY ALLOW A READER TO QUICKLY VERIFY A SOURCE WITHOUT HAVING TO TURN TO THE END OF THE DOCUMENT, WHICH CAN BE PARTICULARLY CONVENIENT WHEN ENGAGING WITH COMPLEX ARGUMENTS OR EXTENSIVE CITATIONS.

FREQUENTLY ASKED QUESTIONS ABOUT CHICAGO MANUAL OF STYLE FOOTNOTES FOR QUOTATIONS

Q: WHAT IS THE PRIMARY PURPOSE OF USING FOOTNOTES FOR QUOTATIONS IN THE CHICAGO MANUAL OF STYLE?

A: THE PRIMARY PURPOSE OF USING FOOTNOTES FOR QUOTATIONS IN THE CHICAGO MANUAL OF STYLE IS TO PROVIDE READERS WITH A PRECISE ATTRIBUTION OF THE SOURCE MATERIAL, INCLUDING THE EXACT LOCATION (PAGE NUMBER) FROM WHICH THE QUOTATION WAS TAKEN, THEREBY FACILITATING VERIFICATION AND FURTHER RESEARCH, WHILE ALSO ALLOWING FOR THE INCLUSION OF SUPPLEMENTARY INFORMATION WITHOUT DISRUPTING THE MAIN TEXT.

Q: HOW DO I FORMAT THE FIRST FOOTNOTE CITATION FOR A DIRECT QUOTATION FROM A BOOK?

A: FOR THE FIRST FOOTNOTE CITATION OF A DIRECT QUOTATION FROM A BOOK, YOU INCLUDE THE AUTHOR'S FIRST NAME AND LAST NAME, THE ITALICIZED TITLE OF THE BOOK, PUBLICATION INFORMATION (CITY, PUBLISHER, YEAR), AND THE SPECIFIC PAGE NUMBER. FOR EXAMPLE: 1. JANE AUSTEN, *PRIDE AND PREJUDICE* (NEW YORK: PENGUIN BOOKS, 2003), 45.

Q: WHAT IS THE DIFFERENCE BETWEEN A FOOTNOTE FOR A DIRECT QUOTATION AND ONE FOR A PARAPHRASE?

A: FOR A DIRECT QUOTATION, THE FOOTNOTE MUST INCLUDE THE SPECIFIC PAGE NUMBER FROM WHICH THE VERBATIM TEXT WAS TAKEN. FOR A PARAPHRASE, WHILE THE PAGE NUMBER IS OFTEN RECOMMENDED FOR PRECISION, IT IS NOT ALWAYS STRICTLY MANDATORY IF THE IDEA SPANS A LARGER SECTION; HOWEVER, THE AUTHOR AND TITLE OF THE SOURCE ARE ALWAYS REQUIRED FOR BOTH.

Q: CAN I USE THE SAME SHORTENED FOOTNOTE FORMAT FOR BOTH BOOK AND JOURNAL ARTICLE CITATIONS?

A: YES, THE PRINCIPLE OF THE SHORTENED FOOTNOTE APPLIES TO BOTH BOOKS AND JOURNAL ARTICLES. AFTER THE FIRST FULL CITATION, SUBSEQUENT REFERENCES USE THE AUTHOR'S LAST NAME, A SHORTENED TITLE (IF APPLICABLE), AND THE PAGE NUMBER. FOR EXAMPLE: 2. AUSTEN, *PRIDE AND PREJUDICE*, 50. OR 3. SMITH, "MODERN INNOVATIONS," 112.

Q: HOW SHOULD I FORMAT A BLOCK QUOTATION IN MY TEXT AND ITS CORRESPONDING FOOTNOTE?

A: A BLOCK QUOTATION (TYPICALLY FOUR OR MORE LINES OF PROSE) IS PRESENTED AS A DISTINCT, INDENTED PARAGRAPH WITHOUT QUOTATION MARKS. THE FOOTNOTE NUMERAL FOLLOWS THE FINAL PUNCTUATION OF THE BLOCK QUOTATION. THE FOOTNOTE ITSELF CONTAINS THE FULL CITATION INFORMATION AS REQUIRED FOR A DIRECT QUOTATION, INCLUDING THE PAGE NUMBER.

Q: WHAT INFORMATION IS ESSENTIAL FOR CITING AN ONLINE ARTICLE IN A CHICAGO-STYLE FOOTNOTE?

A: FOR AN ONLINE ARTICLE, A CHICAGO-STYLE FOOTNOTE REQUIRES THE AUTHOR'S NAME (IF AVAILABLE), THE TITLE OF THE ARTICLE (IN QUOTATION MARKS), THE NAME OF THE WEBSITE (ITALICIZED), THE PUBLICATION OR LAST UPDATED DATE, THE URL, AND THE DATE YOU ACCESSED THE ARTICLE.

Q: IS IT ACCEPTABLE TO COMBINE DIFFERENT TYPES OF INFORMATION WITHIN A SINGLE FOOTNOTE?

A: YES, THE CHICAGO MANUAL OF STYLE ALLOWS FOR THE USE OF FOOTNOTES TO INCLUDE SUPPLEMENTARY COMMENTARY OR EXPLANATIONS THAT ARE NOT ESSENTIAL TO THE MAIN TEXT BUT MIGHT BE OF INTEREST TO THE READER. THIS IS KNOWN AS A "NOTE OF CLARIFICATION" OR "ASIDE."

Q: WHAT IS THE RULE FOR CITING A SOURCE THAT HAS MULTIPLE AUTHORS IN A FOOTNOTE?

A: FOR SOURCES WITH UP TO THREE AUTHORS, ALL NAMES ARE INCLUDED IN THE FIRST FOOTNOTE CITATION, FORMATTED AS FIRST NAME LAST NAME, FIRST NAME LAST NAME, AND FIRST NAME LAST NAME. FOR SOURCES WITH FOUR OR MORE AUTHORS, ONLY THE FIRST AUTHOR'S NAME IS LISTED, FOLLOWED BY "ET AL."

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