

chicago style citing quote sources

Mastering Chicago Style Citing Quote Sources: A Comprehensive Guide

chicago style citing quote sources is a fundamental skill for academics, researchers, and writers across many disciplines. Ensuring accurate and consistent attribution not only upholds academic integrity but also allows your readers to trace your sources and engage with the original material. This guide provides a thorough exploration of how to properly cite quotes using the Chicago Manual of Style (CMOS), covering both the author-date and notes-bibliography systems. We will delve into the nuances of in-text citations, comprehensive bibliography entries, and common scenarios you might encounter when incorporating direct quotations into your work. Mastering these elements will enhance the credibility and clarity of your research.

Table of Contents

- Understanding the Chicago Manual of Style Citing Systems
- The Notes-Bibliography System: In-Text Citations
- Creating Bibliography Entries for Quoted Sources
- The Author-Date System: In-Text Citations
- Crafting Reference List Entries for Quoted Sources
- Common Challenges and Solutions in Chicago Style Quoting
- Citing Different Types of Sources with Quotes
- Ensuring Accuracy and Consistency in Chicago Style

Understanding the Chicago Manual of Style Citing Systems

The Chicago Manual of Style (CMOS) offers two primary citation systems: the notes-bibliography system and the author-date system. While both aim to provide clear attribution, they differ in their application. The notes-

bibliography system, often favored in the humanities and literature, uses numbered footnotes or endnotes for citations and concludes with a bibliography. The author-date system, more common in the social sciences and sciences, uses parenthetical in-text citations with author and year, followed by a reference list. Understanding which system your field or publication requires is the crucial first step in correctly citing quote sources.

The choice between these two systems can significantly impact the flow and appearance of your text. The notes-bibliography system allows for more extensive commentary and explanation within the notes themselves, while the author-date system keeps the main text cleaner by relegating citation details to parenthetical insertions and a separate reference list. Regardless of the system chosen, the goal remains the same: to provide precise information about the source of every piece of borrowed material, including direct quotations.

The Notes-Bibliography System: In-Text Citations

In the notes-bibliography system, direct quotations are integrated into the text, followed by a superscript Arabic numeral. This numeral corresponds to a note, either a footnote at the bottom of the page or an endnote at the end of the document. The first time a source is cited, the note provides full bibliographic information, including author, title, publication details, and crucially for quotes, the page number. Subsequent citations of the same source are shortened to include only the author's last name, a shortened title (if necessary to distinguish from other works by the same author), and the page number.

When a quotation spans multiple pages, the page range should be indicated in the note. For shorter quotes, typically under 40 words, they are incorporated directly into the sentence and enclosed in double quotation marks. Longer quotations, known as block quotes, are set apart from the main text by indenting the left margin and are not enclosed in quotation marks. The citation note for a block quote typically follows the punctuation at the end of the quote.

Formatting Notes for Quoted Sources

The format of a note entry is critical for clarity and consistency. For a book, a first note might appear as:

- 1. Michel Foucault, *Discipline and Punish: The Birth of the Prison*, trans. Alan Sheridan (New York: Vintage Books, 1977), 25.

A subsequent note for the same source would be:

- 2. Foucault, *Discipline and Punish*, 42.

For articles in journals, the note format would include the article title, journal name, volume, issue, date, and page numbers. For online sources, notes should include URLs and access dates.

Handling Specific Citation Elements

When quoting, special attention must be paid to punctuation placement. Commas and periods generally go inside the closing quotation mark. Semicolons and colons go outside. If the quote is followed by an explanatory parenthetical citation, CMOS generally places the footnote/endnote number after the parenthetical element, although placing it before is also acceptable if it makes the text clearer. However, for pure direct quotes integrated into a sentence, the note number should follow the closing quotation mark, before any parenthetical information about the quote's source within the main text.

Creating Bibliography Entries for Quoted Sources

The bibliography, appearing at the end of the paper, lists all sources cited in the notes. Entries in the bibliography are alphabetized by the author's last name and follow a specific format that mirrors the notes but with key differences. For books, the author's name is inverted (Last Name, First Name), followed by the title in italics, publication information, and the year of publication. Unlike notes, page numbers are generally not included in the bibliography entry unless the source is a specific chapter or essay within a larger work that is being cited as a whole.

The bibliography serves as a comprehensive guide for your readers, allowing them to locate the full source of your quotations. Each entry should be complete and formatted consistently according to CMOS guidelines. The goal is to provide enough information for a reader to find the exact source material you used without ambiguity.

Essential Components of Bibliography Entries

For a book, a typical bibliography entry would look like this:

- Foucault, Michel. *Discipline and Punish: The Birth of the Prison*. Translated by Alan Sheridan. New York: Vintage Books, 1977.

For a journal article:

- Smith, John. "The Impact of Social Media on Political Discourse." *Journal of Communication Studies* 25, no. 3 (2023): 112-130.

For online articles, the entry would include the author, article title, website name, and URL, along with an access date.

Alphabetization and Formatting Conventions

All bibliography entries are alphabetized by the author's last name. If an author has multiple works cited, they are then ordered chronologically by publication date. Within the bibliography, the first line of each entry is typically flush with the left margin, and subsequent lines are indented (hanging indent). This visual convention helps to distinguish individual entries and makes the list easier to scan.

The Author-Date System: In-Text Citations

In the author-date system, direct quotations are followed by parenthetical in-text citations that include the author's last name, the year of publication, and the page number. These citations are placed within the text, usually at the end of the sentence or clause containing the quote, before the terminal punctuation. This system is designed to provide immediate access to the source information without interrupting the flow of the main text as much as footnotes or endnotes might.

For example, a short quote might be integrated as follows: "The very essence of progress lies in the ability to adapt and evolve" (Johnson 2022, 45). If the author's name is mentioned in the sentence, the parenthetical citation would only include the year and page number: Johnson (2022) argued that "the very essence of progress lies in the ability to adapt and evolve" (45).

Structuring Author-Date Citations

The basic structure for a parenthetical citation for a quoted source is (Author Last Name Year, Page Number). If the source is a work without an author, use the first few words of the title followed by the year and page number. For sources with multiple authors, follow CMOS guidelines for indicating shared authorship, typically using an ampersand (&) between the last two authors' names.

Handling Multiple Sources and Works

When citing multiple sources within the same parenthetical citation, separate them with semicolons and alphabetize them by author. For example: (Adams 2020, 78; Brown 2021, 112). If you need to cite multiple works by the same author published in the same year, you would distinguish them by adding lowercase letters (a, b, c) after the year, both in the in-text citation and in the corresponding reference list entry.

Crafting Reference List Entries for Quoted Sources

The reference list, which accompanies the author-date system, provides a full bibliographic description of all sources cited in the text. Unlike the bibliography in the notes-bibliography system, the author-date reference list is arranged alphabetically by author's last name, and each entry includes the author's name, the year of publication, the title of the work, and publication details. The year of publication is placed immediately after the author's name, in parentheses.

The reference list is crucial for readers to locate the full context of your quotations. Each entry must be complete and formatted according to CMOS guidelines. Accuracy and consistency are paramount to ensure your readers can easily find and verify the sources you have consulted.

Key Elements of Reference List Entries

For a book, a reference list entry in the author-date system would be:

- Johnson, Emily. 2022. *The Art of Research: A Practical Guide*. New York: Academic Press.

For a journal article:

- Smith, John. 2023. "The Impact of Social Media on Political Discourse." *Journal of Communication Studies* 25 (3): 112-130.

Online sources would include URLs and access dates where applicable. The format for each type of source is specific and must be followed diligently.

Distinguishing from the Bibliography

The primary distinction between a bibliography and a reference list lies in the placement of the publication year and the overall format. The author-date system's reference list prominently features the year of publication immediately following the author's name, whereas the notes-bibliography system's bibliography places the year at the end of the entry. This difference reflects the distinct purposes of each system in presenting source information.

Common Challenges and Solutions in Chicago Style Quoting

One common challenge when citing quote sources in Chicago style is correctly integrating ellipses and brackets to indicate omissions or additions within a quotation. Ellipses (three dots) are used to show omitted words, phrases, or sentences. Brackets are used to clarify meaning, change capitalization, or add explanatory information that was not present in the original quote. For example, if you need to change the tense of a verb in a quote to make it fit grammatically into your sentence, you would enclose the modified word in brackets.

Another frequent issue is accurately citing sources with no author or no publication date. For works without an author, CMOS directs users to begin the citation with the title. For sources lacking a publication date, "n.d." (no date) is used in place of the year in both notes and parenthetical citations.

Handling Quotations Within Quotations

When a source you are quoting itself contains a quotation, you must use

single quotation marks for the inner quotation. For instance, if you are quoting a sentence that includes dialogue, the dialogue would be enclosed in single quotes. The citation note or parenthetical citation would then refer to the source document containing this nested quotation, and if necessary, you would indicate that the inner quote is from a different source, though this is less common for direct quotes used in academic papers.

Adapting Quotes for Clarity and Conciseness

While direct quotations are valuable, they must be used judiciously. If a quote is too long or contains extraneous information, you may need to shorten it using ellipses. However, it is crucial that any omissions or alterations do not change the original meaning of the author's words. CMOS emphasizes that your additions or omissions should be clearly marked with ellipses or brackets and should not misrepresent the source material.

Citing Different Types of Sources with Quotes

The specific format for citing quote sources in Chicago style varies depending on the type of source. Books, journal articles, magazines, newspapers, websites, and interviews all have distinct citation requirements. For example, citing a quote from a newspaper article would involve mentioning the author (if present), article title, newspaper name, date, and page number in the notes or reference list. For online articles, the URL and access date are essential.

When quoting from a primary source, such as a historical document or a literary work, meticulous attention to detail in transcription and citation is vital. Ensuring the page numbers are accurate and that the quote is faithfully reproduced is paramount for academic integrity. The same applies when quoting from secondary sources, like scholarly books or journal articles that analyze primary materials.

Online and Digital Sources

Citing online sources, especially for quotations, requires careful consideration of the available information. If an article has a stable URL, it should be included. For sources that may change over time, such as web pages or blog posts, providing an access date is crucial. The format for these digital sources in Chicago style is continually updated, so consulting the latest edition of the manual is advisable.

Audiovisual and Multimedia Sources

Quoting from audiovisual materials like films, documentaries, or podcasts also follows specific Chicago style guidelines. You'll need to identify the work, director or creator, production company, year, and the specific timestamp or segment from which the quote is taken. This allows your readers to locate the precise moment in the media where the quoted material appears.

Ensuring Accuracy and Consistency in Chicago Style

The cornerstone of effective Chicago style citation is accuracy and consistency. Every quotation must be transcribed precisely, and every citation, whether in notes or parenthetically, must correspond exactly to its corresponding entry in the bibliography or reference list. Inconsistencies can confuse readers and undermine the credibility of your work.

Regularly consult the Chicago Manual of Style, whether the full manual or online resources, for clarification on specific citation scenarios. Familiarize yourself with common formatting rules and apply them uniformly throughout your document. Proofreading your citations with the same rigor you apply to your prose is essential.

The Importance of a Style Manual

The Chicago Manual of Style is the ultimate authority on matters of citation within its framework. It is a comprehensive resource that addresses a vast array of source types and citation situations. Relying on the manual ensures that your citations meet the highest standards of academic rigor and clarity. Many universities and journals provide specific style guides based on CMOS, which you should also consult.

Ultimately, mastering Chicago style citing quote sources is an ongoing process. By understanding the principles, practicing diligently, and consulting authoritative resources, you can confidently and accurately attribute your sources, enhancing the scholarly value of your writing.

Frequently Asked Questions

Q: What is the difference between footnotes and endnotes in Chicago style?

A: In the notes-bibliography system, footnotes appear at the bottom of each page where a citation is made, while endnotes are compiled at the end of the document. Both serve the same purpose of providing citation information for quoted or paraphrased material.

Q: How do I cite a quote from a website in Chicago style?

A: Citing a website quote in Chicago style involves providing the author (or organization), the title of the specific page or article, the website's name, the publication date (if available), and the URL, along with the access date. For notes, the format is slightly different than for the bibliography/reference list.

Q: What is the correct way to indicate a page number for a quote in Chicago style author-date citations?

A: In the author-date system, the page number for a direct quote is placed after the year of publication in the parenthetical citation, separated by a comma. For example: (Smith 2020, 75).

Q: How do I cite a quote from a book with multiple authors in Chicago style?

A: For the notes-bibliography system, the first note includes all authors' names as they appear on the title page. Subsequent notes can use "et al." if there are three or more authors. For the author-date system's reference list, you'll list all authors up to ten; for more than ten, list the first seven followed by "et al."

Q: When should I use ellipses when quoting in Chicago style?

A: Ellipses are used to indicate that words, phrases, or sentences have been omitted from the original source. They are typically represented by three periods (...) and should be used judiciously to avoid altering the original meaning.

Q: How do I cite a quote that is part of a longer

block quote in Chicago style?

A: If you are quoting a passage that itself contains a quotation, you should use double quotation marks for the main quotation and single quotation marks for the internal quotation. The citation will refer to the source document containing the entire block.

Q: What if the source I'm quoting has no author listed?

A: In Chicago style, if a source has no author, you begin the citation with the title of the work. For the notes-bibliography system, the title appears in the note and the full title begins the bibliography entry. For the author-date system, the title appears first in the reference list entry and is used in the parenthetical citation if no author is present.

Q: Can I paraphrase a source instead of quoting directly in Chicago style?

A: Yes, you can paraphrase. However, even when paraphrasing, you must still cite the source of the information using either footnotes/endnotes or author-date parenthetical citations, though page numbers are often considered optional for paraphrases in Chicago style unless the information is very specific.

Q: What is the purpose of the bibliography or reference list in Chicago style?

A: The bibliography (notes-bibliography system) or reference list (author-date system) provides a complete list of all the sources you have cited in your paper, allowing your readers to locate and consult the original materials.

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