

CHICAGO STYLE FOOTNOTES QUOTED TEXT

CHICAGO STYLE FOOTNOTES QUOTED TEXT: A COMPREHENSIVE GUIDE

CHICAGO STYLE FOOTNOTES QUOTED TEXT REPRESENTS A CORNERSTONE OF ACADEMIC AND PROFESSIONAL WRITING, ENSURING PROPER ATTRIBUTION AND ENHANCING CREDIBILITY. THIS GUIDE DELVES DEEP INTO THE INTRICACIES OF INCORPORATING DIRECT QUOTATIONS USING CHICAGO MANUAL OF STYLE (CMOS) FOOTNOTES, COVERING EVERYTHING FROM BASIC CITATION FORMATTING TO HANDLING COMPLEX SCENARIOS. UNDERSTANDING HOW TO CORRECTLY CITE QUOTED MATERIAL NOT ONLY PREVENTS PLAGIARISM BUT ALSO ALLOWS READERS TO EASILY LOCATE THE ORIGINAL SOURCES, ENRICHING THEIR RESEARCH EXPERIENCE. WE WILL EXPLORE THE FUNDAMENTAL STRUCTURE OF FOOTNOTE CITATIONS FOR VARIOUS SOURCE TYPES, DISCUSS BEST PRACTICES FOR INTEGRATING QUOTES SEAMLESSLY INTO YOUR TEXT, AND ADDRESS COMMON CHALLENGES ENCOUNTERED WHEN DEALING WITH CITED TEXT IN CHICAGO STYLE. MASTERING THESE PRINCIPLES IS ESSENTIAL FOR ANY WRITER AIMING FOR CLARITY, ACCURACY, AND SCHOLARLY RIGOR.

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UNDERSTANDING CHICAGO STYLE FOOTNOTES

THE CHICAGO MANUAL OF STYLE (CMOS) OFFERS TWO PRIMARY SYSTEMS OF CITATION: THE NOTES-BIBLIOGRAPHY SYSTEM AND THE AUTHOR-DATE SYSTEM. THIS ARTICLE FOCUSES EXCLUSIVELY ON THE NOTES-BIBLIOGRAPHY SYSTEM, WHICH UTILIZES NUMBERED FOOTNOTES OR ENDNOTES TO REFER READERS TO SOURCE MATERIAL. FOR QUOTED TEXT, FOOTNOTES ARE PARTICULARLY VALUABLE AS THEY PROVIDE IMMEDIATE ACCESS TO THE SOURCE INFORMATION WITHOUT DISRUPTING THE FLOW OF THE MAIN TEXT. EACH FOOTNOTE IS ASSIGNED A SEQUENTIAL NUMBER THAT CORRESPONDS TO A MARKER IN THE BODY OF THE PAPER, TYPICALLY PLACED AFTER THE QUOTATION AND ANY PUNCTUATION.

THE PURPOSE OF FOOTNOTES IS MULTIFACETED. PRIMARILY, THEY SERVE TO GIVE CREDIT TO THE ORIGINAL AUTHORS, ACKNOWLEDGING THEIR INTELLECTUAL CONTRIBUTIONS AND THEREBY AVOIDING PLAGIARISM. SECONDLY, THEY OFFER READERS THE OPPORTUNITY TO CONSULT THE ORIGINAL SOURCES, VERIFY INFORMATION, OR DELVE DEEPER INTO A PARTICULAR TOPIC. THIS TRANSPARENCY IS CRUCIAL FOR ACADEMIC INTEGRITY AND SCHOLARLY DISCOURSE. FURTHERMORE, FOOTNOTES CAN BE USED FOR SUPPLEMENTARY EXPLANATIONS OR TANGENTIAL INFORMATION THAT MIGHT INTERRUPT THE NARRATIVE IF INCLUDED IN THE MAIN TEXT.

WHEN TO USE FOOTNOTES FOR QUOTED TEXT

THE DECISION TO USE A FOOTNOTE FOR QUOTED TEXT IN CHICAGO STYLE IS STRAIGHTFORWARD: WHENEVER YOU INCLUDE A DIRECT QUOTATION, A FOOTNOTE IS GENERALLY REQUIRED. THIS APPLIES REGARDLESS OF THE LENGTH OF THE QUOTATION, ALTHOUGH VERY SHORT, COMMON PHRASES MIGHT SOMETIMES BE INCORPORATED WITHOUT A CITATION, DEPENDING ON CONTEXT AND STYLISTIC GUIDELINES. THE KEY IS TO ENSURE THAT ANY BORROWED LANGUAGE OR IDEAS ARE PROPERLY ATTRIBUTED. THIS INCLUDES VERBATIM REPRODUCTIONS OF TEXT FROM BOOKS, ARTICLES, WEBSITES, INTERVIEWS, OR ANY OTHER PUBLISHED OR UNPUBLISHED MATERIAL.

THE RULE EXTENDS BEYOND SIMPLE WORD-FOR-WORD QUOTES. IF YOU ARE PARAPHRASING OR SUMMARIZING AN IDEA THAT IS NOT COMMON KNOWLEDGE AND ORIGINATES FROM A SPECIFIC SOURCE, A CITATION IS ALSO NECESSARY, THOUGH THIS OFTEN TAKES THE FORM OF AN AUTHOR-DATE CITATION OR A BRIEF PARENTHETICAL REFERENCE WITHIN THE TEXT, FOLLOWED BY A FULL NOTE. HOWEVER, FOR DIRECT QUOTES, THE FOOTNOTE IS THE STANDARD METHOD IN THE NOTES-BIBLIOGRAPHY SYSTEM. IT'S ALSO IMPORTANT TO NOTE THAT WHEN QUOTING SOMEONE'S EXACT WORDS, QUOTATION MARKS MUST BE USED IN THE MAIN TEXT TO SIGNAL THAT THE TEXT IS BORROWED.

BASIC FOOTNOTE FORMAT FOR QUOTED TEXT

THE FUNDAMENTAL STRUCTURE OF A CHICAGO STYLE FOOTNOTE FOR A QUOTED TEXT INVOLVES SEVERAL KEY COMPONENTS: THE FOOTNOTE NUMBER, THE AUTHOR'S NAME, THE TITLE OF THE SOURCE, PUBLICATION DETAILS, AND A SPECIFIC PAGE NUMBER. THE FIRST TIME A SOURCE IS CITED IN A FOOTNOTE, IT REQUIRES A FULL CITATION. SUBSEQUENT CITATIONS OF THE SAME SOURCE ARE TYPICALLY SHORTENED.

A TYPICAL FIRST FOOTNOTE FOR A BOOK QUOTE WOULD LOOK SOMETHING LIKE THIS:

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

FOR A JOURNAL ARTICLE:

- 2. AUTHOR FIRST NAME LAST NAME, "TITLE OF ARTICLE," *TITLE OF JOURNAL* VOLUME, no. ISSUE (YEAR): PAGE NUMBER.

FOR A WEBSITE:

- 3. AUTHOR FIRST NAME LAST NAME (IF AVAILABLE), "TITLE OF WEB PAGE," TITLE OF WEBSITE, PUBLICATION DATE OR LAST MODIFIED DATE, ACCESSED ACCESS DATE, URL.

THE EXACT FORMAT CAN VARY SLIGHTLY DEPENDING ON THE SOURCE TYPE, BUT THE INCLUSION OF THE PAGE NUMBER WHERE THE QUOTE IS FOUND IS PARAMOUNT FOR DIRECT QUOTATIONS.

CITING BOOKS WITH QUOTED TEXT IN FOOTNOTES

WHEN QUOTING TEXT FROM A BOOK USING CHICAGO STYLE FOOTNOTES, PRECISION IN THE CITATION IS CRUCIAL. THE INITIAL CITATION REQUIRES THE AUTHOR'S FULL NAME, THE COMPLETE TITLE OF THE BOOK (ITALICIZED), THE CITY OF PUBLICATION, THE PUBLISHER'S NAME, THE YEAR OF PUBLICATION, AND IMPORTANTLY, THE SPECIFIC PAGE NUMBER(S) FROM WHICH THE QUOTATION WAS TAKEN. IF THE QUOTE SPANS MULTIPLE PAGES, IT'S COMMON PRACTICE TO LIST THE FIRST PAGE FOLLOWED BY A HYPHEN AND THE LAST PAGE (E.G., 45-47).

FOR EXAMPLE, A FOOTNOTE CITING A DIRECT QUOTE FROM A HYPOTHETICAL BOOK MIGHT APPEAR AS:

- 4. JANE DOE, *THE ART OF CITATION* (CHICAGO: UNIVERSITY PRESS, 2022), 112.

IF THE QUOTE IS FROM A SPECIFIC EDITION OTHER THAN THE FIRST, THAT EDITION INFORMATION SHOULD BE INCLUDED. FOR INSTANCE, IF QUOTING FROM THE SECOND EDITION:

- 5. JOHN SMITH, *FUNDAMENTALS OF WRITING*, 2ND ED. (NEW YORK: ACADEMIC BOOKS, 2020), 78.

REMEMBER THAT THE COMMA AND PERIOD PLACEMENT IS SPECIFIC IN CHICAGO STYLE. COMMAS SEPARATE THE ELEMENTS OF THE CITATION, AND A PERIOD CONCLUDES THE ENTIRE FOOTNOTE ENTRY.

CITING JOURNAL ARTICLES WITH QUOTED TEXT IN FOOTNOTES

CITING QUOTED TEXT FROM ACADEMIC JOURNAL ARTICLES FOLLOWS A SIMILAR PATTERN TO BOOKS BUT INCLUDES ADDITIONAL DETAILS SPECIFIC TO PERIODICALS. THE FIRST FOOTNOTE CITATION WILL INCLUDE THE AUTHOR'S FULL NAME, THE TITLE OF THE ARTICLE (IN QUOTATION MARKS), THE TITLE OF THE JOURNAL (ITALICIZED), THE VOLUME NUMBER, THE ISSUE NUMBER, THE PUBLICATION YEAR, AND THE SPECIFIC PAGE NUMBER OF THE QUOTE. THE FORMAT FOR VOLUME AND ISSUE NUMBERS CAN VARY SLIGHTLY; COMMON PRACTICE IS TO LIST THEM AS VOLUME, NO. ISSUE.

AN EXAMPLE OF A FIRST FOOTNOTE CITATION FOR A JOURNAL ARTICLE QUOTE:

- 6. EMILY CARTER, "THE IMPACT OF DIGITAL MEDIA ON READING HABITS," *JOURNAL OF COMMUNICATION STUDIES* 45, no. 2 (2023): 215.

IF THE ARTICLE IS IDENTIFIED BY A DOI (DIGITAL OBJECT IDENTIFIER), IT IS GOOD PRACTICE TO INCLUDE IT, ESPECIALLY FOR ONLINE-ONLY ARTICLES. THE PLACEMENT OF THE DOI TYPICALLY COMES AT THE END OF THE CITATION, AFTER THE PAGE NUMBER. FOR ARTICLES THAT ARE PAGINATED CONTINUOUSLY WITHIN AN ISSUE, THE ISSUE NUMBER MIGHT BE OMITTED IF THE VOLUME ALONE IS SUFFICIENT FOR IDENTIFICATION.

CITING WEBSITES AND ONLINE SOURCES WITH QUOTED TEXT IN FOOTNOTES

CITING QUOTED TEXT FROM WEBSITES REQUIRES CAREFUL ATTENTION TO THE INFORMATION AVAILABLE. THE IDEAL CITATION INCLUDES THE AUTHOR'S NAME (IF PROVIDED), THE TITLE OF THE SPECIFIC PAGE OR ARTICLE, THE OVERALL TITLE OF THE WEBSITE, THE PUBLICATION DATE OR LAST MODIFIED DATE, AN ACCESS DATE, AND THE URL. IF AN AUTHOR IS NOT LISTED, THE CITATION BEGINS WITH THE TITLE OF THE PAGE.

A SAMPLE FOOTNOTE FOR A QUOTED PASSAGE FROM A WEBSITE:

- 7. SARAH LEE, "THE FUTURE OF REMOTE WORK," *BUSINESS TODAY*, OCTOBER 26, 2023, ACCESSED DECEMBER 1, 2023, [HTTPS://WWW.BUSINESSTODAY.COM/FUTURE-OF-REMOTE-WORK](https://www.businesstoday.com/future-of-remote-work).

IF A PAGE HAS NO CLEAR AUTHOR OR PUBLICATION DATE, AND THE WEBSITE IS CONSIDERED STABLE, YOU MIGHT OMIT THESE ELEMENTS OR USE PLACEHOLDER INFORMATION IF INSTRUCTED BY A SPECIFIC STYLE GUIDE OR INSTRUCTOR. HOWEVER, FOR FREQUENTLY UPDATED OR DYNAMIC CONTENT, INCLUDING THE ACCESS DATE IS ESSENTIAL TO INDICATE WHEN YOU VIEWED THE MATERIAL.

HANDLING BLOCK QUOTES IN CHICAGO STYLE FOOTNOTES

BLOCK QUOTES, ALSO KNOWN AS DISPLAYED QUOTATIONS, ARE USED FOR LONGER PASSAGES OF QUOTED TEXT, TYPICALLY 40 WORDS OR MORE, OR FOR ANY QUOTATION THAT IS FIVE LINES OR MORE IN PROSE OR THREE LINES OR MORE IN POETRY. WHEN INCORPORATING A BLOCK QUOTE, IT IS SET APART FROM THE MAIN TEXT BY INDENTING THE ENTIRE BLOCK. CRUCIALLY, THE QUOTATION MARKS ARE OMITTED FROM THE BEGINNING AND END OF THE BLOCK QUOTE ITSELF; THEY ARE INSTEAD IMPLIED BY THE FORMATTING. THE FOOTNOTE MARKER IS PLACED AFTER THE FINAL PUNCTUATION OF THE QUOTED PASSAGE, AND THE CITATION FOLLOWS THE SAME FORMAT AS FOR A SHORT QUOTATION.

A TYPICAL BLOCK QUOTE WITH ITS CORRESPONDING FOOTNOTE WOULD APPEAR IN THE MAIN TEXT LIKE THIS:

THE AUTHOR ELABORATES ON THE HISTORICAL CONTEXT:

THE EARLY SETTLERS FACED UNPRECEDENTED CHALLENGES IN ADAPTING TO THE NEW ENVIRONMENT. THEIR RESILIENCE, HOWEVER, PROVED INSTRUMENTAL IN ESTABLISHING A SUSTAINABLE PRESENCE.

AND THE CORRESPONDING FOOTNOTE IN THE NOTES SECTION WOULD BE:

- 8. MICHAEL BROWN, *PIONEER LIFE IN NORTH AMERICA* (BOSTON: HISTORICAL PRESS, 1999), 55.

THE INDENTATION FOR BLOCK QUOTES IS USUALLY ONE-HALF INCH FROM THE LEFT MARGIN. THE CITATION REMAINS DIRECTLY TIED TO THE QUOTED MATERIAL, PROVIDING CLEAR ATTRIBUTION FOR THE EXTENDED PASSAGE.

SUBSEQUENT CITATIONS FOR QUOTED TEXT

ONCE A SOURCE HAS BEEN CITED IN FULL FOR THE FIRST TIME, SUBSEQUENT CITATIONS TO THE SAME WORK WITHIN THE SAME PAPER ARE GENERALLY SHORTENED. THIS PREVENTS REPETITION WHILE STILL PROVIDING ENOUGH INFORMATION FOR THE READER TO LOCATE THE SOURCE. THE MOST COMMON FORM OF A SUBSEQUENT CITATION 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.

FOR EXAMPLE, IF THE FIRST FOOTNOTE WAS FOR JANE DOE'S *THE ART OF CITATION*, A SUBSEQUENT FOOTNOTE REFERENCING A DIFFERENT PAGE WOULD BE:

- 9. DOE, *ART OF CITATION*, 145.

IF YOU ARE ONLY CITING FROM THE SAME WORK AS THE IMMEDIATELY PRECEDING FOOTNOTE, YOU CAN USE THE ABBREVIATION "IBID." (LATIN FOR "IN THE SAME PLACE"). IF THE PAGE NUMBER IS DIFFERENT, YOU WOULD WRITE "IBID., PAGE NUMBER."

- 10. DOE, *ART OF CITATION*, 145.
- 11. IBID., 148.
- 12. IBID. (IF REFERRING TO THE SAME PAGE AS FOOTNOTE 11)

USING "IBID." EFFECTIVELY SHORTENS CITATIONS BUT SHOULD BE USED JUDICIOUSLY TO MAINTAIN CLARITY.

COMMON ERRORS IN CHICAGO STYLE FOOTNOTES FOR QUOTED TEXT

SEVERAL COMMON ERRORS CAN ARISE WHEN FORMATTING CHICAGO STYLE FOOTNOTES FOR QUOTED TEXT. ONE FREQUENT MISTAKE IS OMITTING THE PAGE NUMBER, WHICH IS ESSENTIAL FOR DIRECT QUOTATIONS. READERS NEED TO KNOW PRECISELY WHERE IN THE SOURCE THE QUOTED MATERIAL CAN BE FOUND. ANOTHER ERROR IS INCONSISTENT FORMATTING, SUCH AS USING DIFFERENT STYLES FOR DIFFERENT SOURCE TYPES OR FAILING TO ITALICIZE BOOK AND JOURNAL TITLES CONSISTENTLY.

OTHER COMMON PITFALLS INCLUDE:

- INCORRECT PUNCTUATION WITHIN THE FOOTNOTE ENTRY.

- FORGETTING TO USE QUOTATION MARKS AROUND SHORT, DIRECT QUOTES IN THE MAIN TEXT.
- FAILING TO INDENT BLOCK QUOTES PROPERLY.
- USING THE AUTHOR-DATE SYSTEM IN PLACE OF FOOTNOTES WHEN THE NOTES-BIBLIOGRAPHY SYSTEM IS REQUIRED.
- ERRORS IN SHORTENED CITATIONS, SUCH AS FORGETTING THE AUTHOR'S LAST NAME OR THE SHORTENED TITLE.
- MISINTERPRETING WHEN "IBID." CAN BE USED.

PAYING CLOSE ATTENTION TO THE SPECIFIC DETAILS OF THE CHICAGO MANUAL OF STYLE, PARTICULARLY REGARDING PUNCTUATION, CAPITALIZATION, AND THE INCLUSION OF ALL NECESSARY PUBLICATION INFORMATION, CAN HELP AVOID THESE ERRORS.

BEST PRACTICES FOR QUOTED TEXT INTEGRATION

BEYOND CORRECT FORMATTING, EFFECTIVELY INTEGRATING QUOTED TEXT INTO YOUR WRITING IS AN ART. ALWAYS INTRODUCE A QUOTATION WITH A SIGNAL PHRASE THAT IDENTIFIES THE SOURCE OR SETS THE CONTEXT. FOR EXAMPLE, INSTEAD OF JUST PRESENTING A QUOTE, TRY "AS HISTORIAN JOHN SMITH NOTES, '...'" OR "THE REPORT HIGHLIGHTS THAT '...'" . THIS HELPS THE READER UNDERSTAND THE RELEVANCE OF THE QUOTE.

CONSIDER THE FOLLOWING BEST PRACTICES:

- **CONTEXTUALIZE:** ENSURE THE QUOTE FITS LOGICALLY WITHIN YOUR PARAGRAPH AND SUPPORTS YOUR ARGUMENT.
- **EXPLAIN:** ALWAYS FOLLOW A QUOTATION WITH AN EXPLANATION OF ITS SIGNIFICANCE AND HOW IT RELATES TO YOUR POINT. DON'T LET QUOTES SPEAK FOR THEMSELVES.
- **CONCISENESS:** USE ONLY THE PORTION OF THE QUOTE THAT IS NECESSARY. OMIT UNNECESSARY WORDS OR PHRASES BY USING ELLIPSES (...).
- **ACCURACY:** TRANSCRIBE THE QUOTE EXACTLY AS IT APPEARS IN THE ORIGINAL SOURCE, INCLUDING ANY ERRORS, BUT USE THE "[SIC]" NOTATION TO INDICATE INTENTIONAL MISSPELLINGS OR GRAMMATICAL ERRORS THAT ARE PART OF THE ORIGINAL TEXT.
- **FLOW:** ENSURE SMOOTH TRANSITIONS BETWEEN YOUR OWN PROSE AND THE QUOTED MATERIAL, WHETHER IT'S A SHORT QUOTE OR A BLOCK QUOTE.

BY THOUGHTFULLY INTEGRATING QUOTES AND METICULOUSLY FORMATTING YOUR CHICAGO STYLE FOOTNOTES, YOU ELEVATE THE QUALITY AND CREDIBILITY OF YOUR WORK, DEMONSTRATING A COMMITMENT TO SCHOLARLY STANDARDS AND RESPECT FOR INTELLECTUAL PROPERTY.

MASTERING CHICAGO STYLE FOOTNOTES FOR QUOTED TEXT IS A VITAL SKILL FOR ANY SERIOUS WRITER. IT INVOLVES NOT JUST UNDERSTANDING THE MECHANICS OF CITATION BUT ALSO APPRECIATING THE PRINCIPLES OF ACADEMIC INTEGRITY AND CLARITY. BY CONSISTENTLY APPLYING THESE GUIDELINES, WRITERS CAN ENSURE THEIR WORK IS BOTH ACCURATE AND ETHICALLY SOUND, PROVIDING READERS WITH THE NECESSARY TOOLS TO ENGAGE CRITICALLY WITH THE SOURCE MATERIAL.

FAQ SECTION

Q: WHAT IS THE PRIMARY PURPOSE OF USING FOOTNOTES FOR QUOTED TEXT IN CHICAGO STYLE?

A: THE PRIMARY PURPOSE OF USING FOOTNOTES FOR QUOTED TEXT IN CHICAGO STYLE (NOTES-BIBLIOGRAPHY SYSTEM) IS TO PROVIDE IMMEDIATE AND ACCURATE ATTRIBUTION TO THE ORIGINAL SOURCE OF THE QUOTATION, THEREBY AVOIDING PLAGIARISM AND ALLOWING READERS TO EASILY LOCATE THE SOURCE FOR VERIFICATION OR FURTHER RESEARCH.

Q: DO I NEED A FOOTNOTE FOR EVERY SINGLE QUOTATION, NO MATTER HOW SHORT?

A: GENERALLY, YES. FOR DIRECT, VERBATIM QUOTATIONS, A FOOTNOTE IS ALMOST ALWAYS REQUIRED, REGARDLESS OF LENGTH, TO PROPERLY ATTRIBUTE THE BORROWED TEXT TO ITS AUTHOR. EXCEPTIONS MIGHT EXIST FOR VERY COMMON PHRASES OR WELL-KNOWN SAYINGS THAT ARE CONSIDERED PART OF GENERAL KNOWLEDGE, BUT IT'S SAFER TO CITE.

Q: HOW DO I FORMAT A FOOTNOTE FOR A QUOTE FROM A BOOK THAT I'VE ALREADY CITED ONCE?

A: FOR SUBSEQUENT CITATIONS OF A BOOK, YOU USE A SHORTENED FOOTNOTE FORMAT. THIS TYPICALLY INCLUDES THE AUTHOR'S LAST NAME, A SHORTENED VERSION OF THE BOOK'S TITLE (ITALICIZED), AND THE SPECIFIC PAGE NUMBER OF THE QUOTE. FOR EXAMPLE: DOE, *ART OF CITATION*, 145.

Q: WHEN SHOULD I USE "IBID." IN MY CHICAGO STYLE FOOTNOTES FOR QUOTED TEXT?

A: "IBID." (MEANING "IN THE SAME PLACE") IS USED WHEN THE CURRENT FOOTNOTE IS CITING THE SAME SOURCE AS THE IMMEDIATELY PRECEDING FOOTNOTE. IF THE PAGE NUMBER IS ALSO THE SAME, YOU SIMPLY WRITE "IBID.". IF THE PAGE NUMBER IS DIFFERENT, YOU WRITE "IBID., PAGE NUMBER."

Q: HOW DO I CITE QUOTED TEXT FROM A WEBSITE THAT DOESN'T LIST AN AUTHOR OR PUBLICATION DATE?

A: IF A WEBSITE QUOTE LACKS AN AUTHOR, START THE FOOTNOTE WITH THE TITLE OF THE PAGE IN QUOTATION MARKS. IF THERE'S NO PUBLICATION DATE, USE THE LAST MODIFIED DATE IF AVAILABLE, OR OMIT IT AND CLEARLY STATE THE ACCESS DATE. THE URL IS ALWAYS INCLUDED.

Q: WHAT IS THE DIFFERENCE BETWEEN A REGULAR FOOTNOTE FOR A QUOTE AND A FOOTNOTE FOR A BLOCK QUOTE?

A: THE MAIN DIFFERENCE IS IN THE MAIN TEXT FORMATTING. FOR BLOCK QUOTES (LONGER QUOTATIONS), QUOTATION MARKS ARE OMITTED, AND THE TEXT IS INDENTED. THE FOOTNOTE MARKER IS PLACED AFTER THE FINAL PUNCTUATION OF THE BLOCK QUOTE, AND THE CITATION FORMAT WITHIN THE FOOTNOTE ITSELF REMAINS THE SAME AS FOR A SHORT QUOTE.

Q: CAN I USE ENDNOTES INSTEAD OF FOOTNOTES FOR QUOTED TEXT IN CHICAGO STYLE?

A: YES, THE CHICAGO MANUAL OF STYLE ALLOWS FOR BOTH FOOTNOTES AND ENDNOTES WHEN USING THE NOTES-BIBLIOGRAPHY SYSTEM. THE CONTENT AND FORMAT OF THE NOTES ARE IDENTICAL; ONLY THEIR PLACEMENT DIFFERS (FOOTNOTES APPEAR AT THE BOTTOM OF THE PAGE, ENDNOTES AT THE END OF THE DOCUMENT).

Q: WHAT IF THE QUOTED TEXT CONTAINS A TYPO OR GRAMMATICAL ERROR?

A: IF THE ORIGINAL SOURCE CONTAINS A TYPO OR GRAMMATICAL ERROR, YOU SHOULD REPRODUCE IT EXACTLY AS IT APPEARS. TO INDICATE THAT THE ERROR IS IN THE ORIGINAL AND NOT YOUR TRANSCRIPTION, YOU CAN INSERT "[SIC]" (LATIN FOR "THUS" OR "SO") IMMEDIATELY AFTER THE ERRONEOUS WORD OR PHRASE.

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