

chicago style quotations

Mastering Chicago Style Quotations: A Comprehensive Guide

chicago style quotations are a cornerstone of academic and professional writing, providing a standardized and widely accepted method for incorporating source material into your work. Understanding these citation practices is crucial for maintaining academic integrity, giving credit where it's due, and allowing your readers to easily locate the original sources of your information. This guide delves into the intricacies of Chicago style, covering everything from parenthetical citations to comprehensive notes and bibliographies, ensuring you can confidently and accurately cite your sources. We will explore the two primary systems within Chicago style – notes and bibliography, and author-date – and illuminate the nuances of formatting different types of quotations.

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Understanding the Chicago Manual of Style

The Chicago Manual of Style (CMOS) is one of the most respected and widely used style guides in the United States, particularly in fields like history, literature, and the arts. It provides comprehensive guidelines for all aspects of writing, from grammar and punctuation to manuscript preparation and citation. When discussing Chicago style quotations, it's essential to recognize that the Manual offers two distinct citation systems, each with its own advantages and common applications.

The Two Systems of Chicago Style Citation

Chicago style offers a dual approach to citation, allowing writers to choose the system that best suits their discipline and the requirements of their publication or institution. Both systems aim to provide

clear attribution to sources, but they differ in how they present this information to the reader.

Notes and Bibliography System Explained

The notes and bibliography system is the most commonly associated with Chicago style, particularly in the humanities. This system uses numbered footnotes or endnotes within the text to refer readers to source information. A full bibliography, listing all consulted sources alphabetically, appears at the end of the work. This method is favored for its ability to incorporate extensive commentary and detail within the notes without disrupting the flow of the main text.

In this system, each time a source is cited, a superscript number is placed after the quotation or paraphrased information. This number corresponds to a note at the bottom of the page (footnote) or at the end of the document (endnote). The first citation of a source in the notes typically includes full bibliographic details, while subsequent citations of the same source are often shortened.

Author-Date System Explained

The author-date system, more common in the social sciences and natural sciences, uses parenthetical in-text citations that include the author's last name and the publication year. A corresponding reference list, which is similar to a bibliography but typically omits sources not directly cited, is provided at the end of the work. This system prioritizes immediacy and allows readers to quickly identify the source and publication date without referring to separate notes.

When employing the author-date system, the in-text citation usually appears in parentheses, for example, (Smith 2020, 45). The author's name and year, along with page numbers if applicable, are sufficient for the reader to locate the full bibliographic entry in the reference list. This approach is highly efficient for disciplines that rely heavily on current research and require rapid source verification.

Integrating Quotations into Your Text

The effective integration of quotations is a skill that enhances the credibility and depth of your writing. Chicago style provides specific guidelines for how to introduce, format, and cite quotations to ensure clarity and accuracy.

Short Quotations in Chicago Style

Short quotations, generally those of four or fewer lines of prose or three lines of poetry, are incorporated directly into the body of your text. They are enclosed in double quotation marks.

When introducing a short quotation, use a comma to separate it from the introductory phrase, unless the introductory phrase is part of the quoted sentence's structure. For instance, "As Johnson argued,

'the true measure of a society is how it treats its weakest members.'" If the quotation is integrated grammatically into your sentence, no comma is typically needed. Always ensure the quotation flows logically and grammatically with your own prose.

Long Quotations (Block Quotations) in Chicago Style

Quotations of five or more lines of prose or poetry are treated as block quotations, also known as extracts. These are set off from the main text by indenting the entire quotation one-half inch from the left margin. They are not enclosed in quotation marks.

The introductory sentence leading into a block quotation typically ends with a colon. For example: The author's profound observation on the matter is as follows: The relentless march of technology often outpaces our ability to comprehend its ethical implications, leaving societies scrambling to adapt to unforeseen consequences.

The indentation signals that the following lines are a direct quotation. Punctuation at the end of the block quotation should match the original source. The citation for a block quotation follows the final punctuation mark.

Quoting Indirect Sources (Quoting the Quoted)

Sometimes, you may encounter a quotation within a source you are consulting, and you wish to use that quotation in your own work. This is known as quoting the quoted, or using an indirect source. Chicago style advises that whenever possible, you should try to find and cite the original source. However, if this is not feasible, you can cite the secondary source.

To indicate that you are quoting a source indirectly, you can use the phrase "as quoted in" or "qtd. in" in your note. For example, in a footnote or endnote, you might write: John Smith, *The History of Ideas* (New York: Publisher, 2019), 78, as quoted in Jane Doe, *Modern Interpretations* (London: Another Publisher, 2021), 112. In the author-date system, you would typically cite the secondary source and note the indirect nature of the quote if possible, but CMOS generally discourages this practice unless absolutely necessary.

Quoting with Omissions and Additions

Writers often need to omit or add material to quotations for clarity or to fit their narrative. Chicago style provides specific punctuation marks to indicate these alterations.

- **Omissions:** Ellipses (three periods, often with spaces between them: . . .) are used to indicate omitted words or phrases within a quotation. If the omission occurs at the end of a sentence, a period followed by an ellipsis is used (. . .).
- **Additions:** Square brackets ([]) are used to enclose any words or phrases added to a quotation

by the writer. This is commonly used for clarifying pronouns, adding explanatory phrases, or changing capitalization to fit the surrounding text. For example, "She stated that [the research] was groundbreaking."

It is crucial that any alterations do not distort the original meaning of the quoted passage. Always ensure your use of omissions and additions is transparent and does not mislead the reader.

Formatting Footnotes and Endnotes

In the notes and bibliography system, footnotes and endnotes serve as the primary means of citation. Proper formatting ensures clarity and adherence to Chicago style conventions.

Footnotes appear at the bottom of the page where the citation is made, while endnotes are gathered at the end of the document. Each note begins with a superscript Arabic numeral that corresponds to the superscript number in the text. The first note for a given source includes the full bibliographic information, including author's name (first name first), title, publication details (city, publisher, year), and page number(s). Subsequent notes for the same source can be significantly shortened, typically including just the author's last name, a shortened title, and the page number.

Crafting a Bibliography

The bibliography is an essential component of the notes and bibliography system, providing a complete list of all sources consulted and cited in the work.

Entries in the bibliography are arranged alphabetically by the author's last name. Unlike notes, author names in the bibliography are listed with the last name first, followed by the first name. The formatting of individual entries closely follows that of the first note for the source, but with specific stylistic differences. For books, the entry might look like: Last Name, First Name. *Title of Book*. City: Publisher, Year.

For journal articles, the format is generally: Last Name, First Name. "Title of Article." *Title of Journal* Volume, no. Issue (Year): Page numbers.

Formatting In-Text Citations (Author-Date System)

The author-date system relies on concise in-text citations that direct readers to the reference list.

An in-text citation typically includes the author's last name and the year of publication, enclosed in parentheses. If a specific part of the source is being quoted or referenced, a page number is also included: (AuthorLastName Year, PageNumber). For example, (Garcia 2018, 105). If the author's name is mentioned in the sentence, only the year and page number need to be in parentheses: Garcia

argues that the phenomenon is widespread (2018, 105).

Common Sources and Their Chicago Style Quotation Formatting

Mastering the formatting of various source types is key to accurate Chicago style quotation. Here are some common examples.

Books

For a book in the notes and bibliography system, the first footnote/endnote would typically appear as:

First Name Last Name, _Title of Book_ (City: Publisher, Year), Page Number(s).

Example: Eleanor Vance, _The Art of Narrative_ (Chicago: University of Chicago Press, 2015), 45.

For the bibliography entry:

Last Name, First Name. _Title of Book_. City: Publisher, Year.

Example: Vance, Eleanor. _The Art of Narrative_. Chicago: University of Chicago Press, 2015.

For the author-date system:

In-text: (Vance 2015, 45).

Reference list: Vance, Eleanor. 2015. _The Art of Narrative_. Chicago: University of Chicago Press.

Journal Articles

For a journal article in the notes and bibliography system, the first footnote/endnote would typically appear as:

First Name Last Name, "Title of Article," _Title of Journal_ Volume, no. Issue (Year): Page Number(s).

Example: David Lee, "The Evolution of Scientific Method," _Journal of Historical Studies_ 32, no. 2 (2018): 210.

For the bibliography entry:

Last Name, First Name. "Title of Article." _Title of Journal_ Volume, no. Issue (Year): Page numbers.

Example: Lee, David. "The Evolution of Scientific Method." _Journal of Historical Studies_ 32, no. 2 (2018): 205–225.

For the author-date system:

In-text: (Lee 2018, 210).

Reference list: Lee, David. 2018. "The Evolution of Scientific Method." *Journal of Historical Studies* 32 (2): 205–225.

Websites

Citing online sources requires careful attention to available information. For the notes and bibliography system:

First Name Last Name (if available), "Title of Page," *Title of Website*, publication or update date (if available), accessed Month Day, Year, URL.

Example: Sarah Chen, "Understanding Digital Archives," *History Today*, May 15, 2022, accessed October 26, 2023, <https://www.historytoday.com/digital-archives>.

For the bibliography entry:

Last Name, First Name (if available). "Title of Page." *Title of Website*. Publication or update date (if available). Accessed Month Day, Year. URL.

Example: Chen, Sarah. "Understanding Digital Archives." *History Today*. May 15, 2022. Accessed October 26, 2023. <https://www.historytoday.com/digital-archives>.

For the author-date system:

In-text: (Chen 2022).

Reference list: Chen, Sarah. 2022. "Understanding Digital Archives." *History Today*. May 15. Accessed October 26, 2023. <https://www.historytoday.com/digital-archives>.

The Importance of Consistency in Chicago Style Quotations

Regardless of which Chicago style system you employ, consistency is paramount. Adhering to the chosen system throughout your entire document ensures a professional presentation and prevents reader confusion. Minor deviations can detract from the authority of your work.

Double-checking all quotations against their original sources is an essential step in the writing and editing process. This diligence not only prevents unintentional plagiarism but also ensures that your use of source material is accurate and ethically sound. Familiarity with the Chicago Manual of Style, or consulting its most current edition, will empower you to confidently navigate the complexities of Chicago style quotations.

FAQ

Q: What is the primary difference between the notes and bibliography system and the author-date system in Chicago style?

A: The primary difference lies in how citations are presented. The notes and bibliography system uses numbered footnotes or endnotes within the text to refer to sources, accompanied by a bibliography at the end. The author-date system uses parenthetical in-text citations (author and year) and a reference list at the end.

Q: When should I use the notes and bibliography system versus the author-date system?

A: The notes and bibliography system is traditionally favored in fields like history, literature, and the arts, where extensive commentary or the ability to elaborate in notes is beneficial. The author-date system is more common in the social and natural sciences, where quick source identification and a focus on publication dates are important.

Q: How do I format a quotation of more than four lines of prose in Chicago style?

A: Quotations of five or more lines of prose are formatted as block quotations. They are indented one-half inch from the left margin, do not use quotation marks, and are typically introduced by a colon.

Q: What are ellipses used for in Chicago style quotations?

A: Ellipses (. . .) are used to indicate omitted words or phrases within a quotation. If the omission occurs at the end of a sentence, a period followed by an ellipsis is used (. . .).

Q: How do I cite a source that I found quoted within another source (quoting the quoted)?

A: Chicago style recommends finding the original source if possible. If not, you can cite the secondary source and indicate that the quote is indirect, often using phrases like "as quoted in" in your notes.

Q: Is it acceptable to alter a quotation when using Chicago style?

A: Yes, but only to a limited extent for clarity or to fit your text. Omissions are indicated by ellipses, and additions are enclosed in square brackets. Crucially, any alterations must not distort the original meaning of the passage.

Q: What is the purpose of a bibliography in Chicago style?

A: A bibliography provides a comprehensive list of all sources consulted and cited in a document using the notes and bibliography system. It allows readers to easily find and consult the original sources.

Q: How do I format a book citation in the author-date system's reference list?

A: In the author-date reference list, a book citation typically appears as: Last Name, First Name. Year. _Title of Book_. City: Publisher.

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