

CITING BORROWED PHRASES CHICAGO MANUAL OF STYLE

THE ART OF ATTRIBUTION: CITING BORROWED PHRASES ACCORDING TO THE CHICAGO MANUAL OF STYLE

CITING BORROWED PHRASES CHICAGO MANUAL OF STYLE IS A CORNERSTONE OF ACADEMIC INTEGRITY AND SCHOLARLY COMMUNICATION. WHETHER YOU'RE QUOTING DIRECTLY, PARAPHRASING AN IDEA, OR SUMMARIZING AN ARGUMENT, PROPER ATTRIBUTION IS ESSENTIAL TO AVOID PLAGIARISM AND GIVE CREDIT WHERE IT'S DUE. THE CHICAGO MANUAL OF STYLE (CMOS), A WIDELY RESPECTED GUIDE FOR WRITING AND CITATION, OFFERS COMPREHENSIVE GUIDELINES TO ENSURE YOUR BORROWED MATERIAL IS CORRECTLY INTEGRATED INTO YOUR WORK. THIS ARTICLE DELVES INTO THE NUANCES OF CITING BORROWED PHRASES UNDER CMOS, COVERING DIRECT QUOTATIONS, INDIRECT QUOTATIONS, AND PARAPHRASED CONTENT. UNDERSTANDING THESE PRINCIPLES WILL EMPOWER YOU TO PRESENT YOUR RESEARCH WITH CONFIDENCE AND ACCURACY, ADHERING TO THE HIGHEST STANDARDS OF SCHOLARLY PRACTICE. WE WILL EXPLORE THE MECHANICS OF IN-TEXT CITATIONS, THE ROLE OF THE BIBLIOGRAPHY OR NOTES, AND COMMON PITFALLS TO AVOID WHEN INCORPORATING OTHERS' WORDS INTO YOUR OWN.

- UNDERSTANDING DIRECT QUOTATIONS
- INTEGRATING SHORT QUOTATIONS
- HANDLING LONG QUOTATIONS (BLOCK QUOTES)
- CITING INDIRECT QUOTATIONS AND PARAPHRASES
- FOOTNOTES AND ENDNOTES: THE CHICAGO STYLE EXPLAINED
- THE BIBLIOGRAPHY OR WORKS CITED PAGE
- COMMON ERRORS IN CITING BORROWED PHRASES
- EXCEPTIONS AND SPECIAL CASES

UNDERSTANDING DIRECT QUOTATIONS AND THEIR CITATION

DIRECT QUOTATIONS INVOLVE REPRODUCING THE EXACT WORDS OF A SOURCE. THE CHICAGO MANUAL OF STYLE MANDATES THAT THESE MUST BE ENCLOSED IN QUOTATION MARKS AND METICULOUSLY ATTRIBUTED. WHEN QUOTING DIRECTLY, PRECISION IS PARAMOUNT. EVEN MINOR ALTERATIONS TO THE ORIGINAL TEXT REQUIRE EXPLICIT NOTATION, OFTEN USING SQUARE BRACKETS TO INDICATE ADDITIONS OR CHANGES FOR CLARITY OR GRAMMATICAL REASONS. THE GOAL IS TO ACCURATELY REFLECT THE SOURCE MATERIAL WHILE ENSURING YOUR READER CAN EASILY IDENTIFY WHAT IS YOUR ORIGINAL CONTRIBUTION AND WHAT IS BORROWED.

INTEGRATING SHORT QUOTATIONS

SHORT QUOTATIONS, GENERALLY DEFINED AS THOSE UNDER FIVE LINES OF PROSE OR THREE LINES OF VERSE, ARE TYPICALLY INCORPORATED DIRECTLY INTO THE TEXT OF YOUR PAPER. THEY ARE ENCLOSED IN DOUBLE QUOTATION MARKS, AND THE CITATION FOLLOWS IMMEDIATELY. CHICAGO STYLE OFFERS TWO PRIMARY SYSTEMS FOR IN-TEXT CITATION: THE NOTES-BIBLIOGRAPHY SYSTEM AND THE AUTHOR-DATE SYSTEM. THE NOTES-BIBLIOGRAPHY SYSTEM USES SUPERScript NUMBERS WITHIN

THE TEXT THAT CORRESPOND TO DETAILED NOTES (FOOTNOTES OR ENDNOTES) AND A BIBLIOGRAPHY. THE AUTHOR-DATE SYSTEM USES PARENTHETICAL CITATIONS IN THE TEXT, INCLUDING AUTHOR AND YEAR, AND A REFERENCE LIST.

HANDLING LONG QUOTATIONS (BLOCK QUOTES)

FOR LONGER QUOTATIONS, TYPICALLY EXCEEDING FOUR LINES OF PROSE OR THREE LINES OF VERSE, CHICAGO STYLE RECOMMENDS USING BLOCK QUOTATIONS. THESE ARE INDENTED FROM THE LEFT MARGIN, WITHOUT QUOTATION MARKS, AND ARE TYPICALLY SET OFF BY A COLON OR A COMMA FROM THE PRECEDING TEXT. THE CITATION FOLLOWS THE QUOTATION, USUALLY PLACED AFTER THE TERMINAL PUNCTUATION. THE INDENTATION CLEARLY SIGNALS TO THE READER THAT THE FOLLOWING TEXT IS A DIRECT QUOTATION AND NOT PART OF YOUR OWN PROSE, ENHANCING READABILITY AND ACADEMIC INTEGRITY.

CITING INDIRECT QUOTATIONS AND PARAPHRASES

WHILE DIRECT QUOTATIONS OFFER VERBATIM EVIDENCE, PARAPHRASING AND INDIRECT QUOTATIONS ALLOW YOU TO INTEGRATE SOURCE MATERIAL MORE SEAMLESSLY INTO YOUR OWN NARRATIVE. PARAPHRASING INVOLVES RESTATING AN IDEA OR PASSAGE IN YOUR OWN WORDS AND SENTENCE STRUCTURE, WHILE INDIRECT QUOTATIONS INVOLVE REPORTING WHAT SOMEONE ELSE SAID OR WROTE WITHOUT USING THEIR EXACT WORDING. BOTH METHODS REQUIRE CITATION TO ACKNOWLEDGE THE ORIGINAL SOURCE OF THE IDEA OR INFORMATION. CHICAGO STYLE EMPHASIZES THAT EVEN WHEN YOU REPHRASE EXTENSIVELY, THE ORIGINAL IDEA OR INFORMATION MUST BE ATTRIBUTED.

WHEN TO USE FOOTNOTES OR ENDNOTES

IN THE NOTES-BIBLIOGRAPHY SYSTEM, FOOTNOTES OR ENDNOTES ARE CENTRAL TO THE CITATION PROCESS. EACH INSTANCE OF BORROWED MATERIAL, WHETHER A DIRECT QUOTE, PARAPHRASE, OR SUMMARY OF AN IDEA, SHOULD BE ACCOMPANIED BY A SUPERScript NUMBER IN THE TEXT. THESE NUMBERS CORRESPOND TO SPECIFIC ENTRIES IN YOUR FOOTNOTES (AT THE BOTTOM OF THE PAGE) OR ENDNOTES (AT THE END OF THE DOCUMENT). THE FIRST TIME A SOURCE IS CITED IN THE NOTES, THE ENTRY IS FULL; SUBSEQUENT CITATIONS OF THE SAME SOURCE ARE ABBREVIATED.

THE IMPORTANCE OF THE BIBLIOGRAPHY OR WORKS CITED PAGE

REGARDLESS OF WHETHER YOU USE THE NOTES-BIBLIOGRAPHY OR AUTHOR-DATE SYSTEM, A COMPREHENSIVE BIBLIOGRAPHY OR WORKS CITED PAGE IS A MANDATORY COMPONENT OF CHICAGO-STYLE WRITING. THIS SECTION PROVIDES A COMPLETE ALPHABETICAL LIST OF ALL SOURCES CONSULTED AND CITED IN YOUR WORK, ALLOWING READERS TO EASILY LOCATE AND VERIFY YOUR SOURCES. THE FORMATTING OF ENTRIES IN THE BIBLIOGRAPHY ADHERES TO STRICT GUIDELINES SPECIFIC TO CHICAGO STYLE, DETAILING AUTHOR, TITLE, PUBLICATION INFORMATION, AND PAGINATION.

COMMON ERRORS IN CITING BORROWED PHRASES

MANY WRITERS ENCOUNTER CHALLENGES WHEN CITING BORROWED PHRASES. ONE COMMON MISTAKE IS FAILING TO CITE PARAPHRASED MATERIAL, ASSUMING THAT CHANGING A FEW WORDS IS SUFFICIENT TO AVOID PLAGIARISM. ANOTHER IS MISATTRIBUTING QUOTES OR PROVIDING INCOMPLETE CITATION INFORMATION. ADDITIONALLY, INCONSISTENT APPLICATION OF CITATION STYLE – MIXING ELEMENTS OF DIFFERENT STYLES OR NOT ADHERING STRICTLY TO CHICAGO’S GUIDELINES FOR PUNCTUATION, CAPITALIZATION, AND ABBREVIATIONS – CAN LEAD TO CONFUSION AND A LACK OF ACADEMIC RIGOR.

NAVIGATING QUOTATION MARKS AND PUNCTUATION

THE CORRECT PLACEMENT OF QUOTATION MARKS AND PUNCTUATION IS CRUCIAL FOR ACCURATE CITATION. COMMAS AND PERIODS GENERALLY FOLLOW CLOSING QUOTATION MARKS IN AMERICAN ENGLISH, BUT THIS CAN VARY DEPENDING ON THE CITATION STYLE. CHICAGO STYLE'S SPECIFIC RULES FOR INTEGRATING QUOTATIONS INTO SENTENCES, INCLUDING THE USE OF COLONS, COMMAS, AND CAPITALIZATION, MUST BE FOLLOWED PRECISELY. FOR EXAMPLE, THE CAPITALIZATION OF THE FIRST WORD OF A QUOTED SENTENCE MAY CHANGE IF IT IS INTRODUCED AS PART OF A LARGER SENTENCE, AND THIS IS OFTEN INDICATED WITH SQUARE BRACKETS.

ENSURING ACCURACY IN NOTES AND BIBLIOGRAPHY

THE ACCURACY OF YOUR NOTES AND BIBLIOGRAPHY IS PARAMOUNT. EVERY DETAIL MATTERS, FROM THE SPELLING OF AUTHOR NAMES AND TITLES TO THE CORRECT PUBLICATION DATES AND PAGE NUMBERS. IN THE NOTES-BIBLIOGRAPHY SYSTEM, THE FIRST NOTE FOR A SOURCE REQUIRES FULL BIBLIOGRAPHIC DETAILS. SUBSEQUENT NOTES REFERENCING THE SAME SOURCE USE AN ABBREVIATED FORMAT, TYPICALLY INCLUDING THE AUTHOR'S LAST NAME, A SHORTENED TITLE, AND THE PAGE NUMBER. DOUBLE-CHECKING THESE DETAILS AGAINST THE ORIGINAL SOURCE AND AGAINST CHICAGO'S PRESCRIBED FORMAT IS A NON-NEGOTIABLE STEP IN THE WRITING PROCESS.

EXCEPTIONS AND SPECIAL CASES IN CITATION

WHILE THE GENERAL RULES FOR CITING BORROWED PHRASES ARE CLEAR, THE CHICAGO MANUAL OF STYLE ADDRESSES VARIOUS EXCEPTIONS AND SPECIAL CASES. THESE CAN INCLUDE CITING PERSONAL COMMUNICATIONS, UNPUBLISHED WORKS, ONLINE RESOURCES WITH NO PAGE NUMBERS, OR LEGAL DOCUMENTS. FOR ONLINE SOURCES, THE CITATION TYPICALLY INCLUDES THE AUTHOR, TITLE, WEBSITE NAME, PUBLICATION DATE, AND A URL OR DOI. WHEN PAGE NUMBERS ARE UNAVAILABLE, CITING THE PARAGRAPH NUMBER OR SECTION HEADING MAY BE NECESSARY. CONSULTING THE LATEST EDITION OF THE CHICAGO MANUAL OF STYLE IS ESSENTIAL FOR HANDLING THESE NUANCED SITUATIONS.

WHEN TO CITE INDIRECT SPEECH

INDIRECT SPEECH, ALSO KNOWN AS REPORTED SPEECH, REQUIRES ATTRIBUTION JUST AS MUCH AS DIRECT QUOTATIONS OR PARAPHRASES. WHEN YOU REPORT WHAT SOMEONE ELSE HAS SAID OR WRITTEN, EVEN IF YOU ARE NOT USING THEIR EXACT WORDS, THE IDEA OR INFORMATION ORIGINATES WITH THEM. THEREFORE, A CITATION IS NECESSARY TO ACKNOWLEDGE THE SOURCE OF THIS INDIRECT SPEECH. FAILING TO DO SO CONSTITUTES PLAGIARISM, AS YOU ARE PRESENTING SOMEONE ELSE'S THOUGHTS OR STATEMENTS AS IF THEY WERE YOUR OWN, ALBEIT IN A REPHRASED FORMAT.

FAQ

Q: WHAT IS THE PRIMARY DIFFERENCE BETWEEN CITING A DIRECT QUOTATION AND A PARAPHRASE IN CHICAGO STYLE?

A: THE PRIMARY DIFFERENCE LIES IN HOW THE BORROWED MATERIAL IS PRESENTED AND THE LEVEL OF DETAIL REQUIRED IN THE CITATION. DIRECT QUOTATIONS USE THE AUTHOR'S EXACT WORDS, ENCLOSED IN QUOTATION MARKS, AND REQUIRE PRECISE PAGE NUMBER ATTRIBUTION. PARAPHRASES REPHRASE THE ORIGINAL MATERIAL IN YOUR OWN WORDS AND STILL REQUIRE ATTRIBUTION WITH A PAGE NUMBER TO INDICATE WHERE THE IDEA ORIGINATED.

Q: WHEN SHOULD I USE BLOCK QUOTATIONS ACCORDING TO THE CHICAGO MANUAL OF STYLE?

A: YOU SHOULD USE BLOCK QUOTATIONS FOR DIRECT QUOTATIONS THAT ARE LONGER THAN FOUR LINES OF PROSE OR THREE LINES OF VERSE. THESE ARE INDENTED FROM THE LEFT MARGIN AND DO NOT USE QUOTATION MARKS, CLEARLY SETTING THEM APART FROM YOUR OWN TEXT.

Q: CAN I OMIT QUOTATION MARKS IF I CHANGE ONLY A FEW WORDS IN A DIRECT QUOTATION?

A: NO, YOU CANNOT OMIT QUOTATION MARKS IF YOU USE ANY OF THE ORIGINAL WORDING. IF YOU CHANGE WORDS, ADD EXPLANATIONS, OR OMIT PARTS OF A QUOTATION, YOU MUST USE SQUARE BRACKETS TO INDICATE THESE ALTERATIONS AND STILL USE QUOTATION MARKS FOR THE RETAINED ORIGINAL WORDING. MINOR OMISSIONS CAN BE INDICATED BY ELLIPSES.

Q: DOES THE CHICAGO MANUAL OF STYLE REQUIRE PAGE NUMBERS FOR ALL CITATIONS, EVEN FOR PARAPHRASED MATERIAL?

A: YES, THE CHICAGO MANUAL OF STYLE GENERALLY REQUIRES PAGE NUMBERS FOR ALL CITATIONS, INCLUDING PARAPHRASED MATERIAL, IN THE NOTES-BIBLIOGRAPHY SYSTEM TO HELP READERS LOCATE THE SPECIFIC PASSAGE. IN THE AUTHOR-DATE SYSTEM, PAGE NUMBERS ARE OFTEN INCLUDED BUT MAY BE OMITTED IF THE ENTIRE WORK IS BEING REFERENCED.

Q: WHAT IS THE ROLE OF THE BIBLIOGRAPHY IN THE CHICAGO STYLE?

A: THE BIBLIOGRAPHY, OR WORKS CITED PAGE, IS A COMPREHENSIVE ALPHABETICAL LIST OF ALL SOURCES THAT HAVE BEEN CITED IN YOUR PAPER. IT PROVIDES COMPLETE BIBLIOGRAPHIC INFORMATION FOR EACH SOURCE, ENABLING READERS TO FIND AND CONSULT THE ORIGINAL MATERIALS.

Q: HOW DOES CHICAGO STYLE HANDLE CITING ONLINE SOURCES WITHOUT PAGE NUMBERS?

A: FOR ONLINE SOURCES LACKING PAGE NUMBERS, CHICAGO STYLE OFTEN RECOMMENDS CITING PARAGRAPH NUMBERS IF AVAILABLE. IF PARAGRAPH NUMBERS ARE NOT PRESENT, YOU MAY CITE SECTION HEADINGS OR SIMPLY REFER TO THE WORK AS A WHOLE WITH AN APPROPRIATE DISCLAIMER ABOUT THE LACK OF PAGINATION.

Q: WHAT ARE THE TWO MAIN CITATION SYSTEMS OFFERED BY THE CHICAGO MANUAL OF STYLE?

A: THE CHICAGO MANUAL OF STYLE OFFERS TWO PRIMARY CITATION SYSTEMS: THE NOTES-BIBLIOGRAPHY SYSTEM, WHICH USES FOOTNOTES OR ENDNOTES AND A BIBLIOGRAPHY, AND THE AUTHOR-DATE SYSTEM, WHICH USES PARENTHETICAL CITATIONS IN THE TEXT AND A REFERENCE LIST.

Q: IS IT ACCEPTABLE TO CITE PERSONAL COMMUNICATIONS LIKE EMAILS OR INTERVIEWS?

A: YES, IT IS ACCEPTABLE TO CITE PERSONAL COMMUNICATIONS, BUT THEY ARE TYPICALLY NOT INCLUDED IN THE BIBLIOGRAPHY. INSTEAD, THEY ARE CITED IN THE NOTES (OR PARENTHETICALLY IN THE AUTHOR-DATE SYSTEM) WITH THE AUTHOR'S NAME, THE TYPE OF COMMUNICATION, AND THE DATE.

Q: WHAT IS THE COMMON MISTAKE WRITERS MAKE REGARDING PARAPHRASING AND CITATION?

A: A COMMON MISTAKE IS BELIEVING THAT PARAPHRASING AN IDEA OR PASSAGE ADEQUATELY AVOIDS THE NEED FOR CITATION. EVEN WHEN REPHRASED IN ONE'S OWN WORDS, THE ORIGINAL IDEA OR INFORMATION MUST BE ATTRIBUTED TO THE SOURCE TO PREVENT PLAGIARISM.

Q: WHERE CAN I FIND THE MOST UP-TO-DATE GUIDELINES FOR CITING BORROWED PHRASES IN CHICAGO STYLE?

A: THE MOST RELIABLE PLACE TO FIND THE MOST UP-TO-DATE AND COMPREHENSIVE GUIDELINES FOR CITING BORROWED PHRASES AND ALL OTHER CITATION MATTERS IN CHICAGO STYLE IS THE LATEST EDITION OF THE CHICAGO MANUAL OF STYLE ITSELF.

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