

Chicago Direct Quotations

Basic Information About Direct Quotations

WHEN SHOULD I USE QUOTATIONS?

Use them to preserve the wording of the original author because
the author is an authority, or
the passage is well-phrased, vivid, or dramatic, or
the passage might be misinterpreted if expressed in other words.

WHEN SHOULDN'T I USE THEM?

A general rule of thumb is that no more than fifteen percent of your paper should be directly-quoted material. Therefore, when you can convey the idea just as effectively in your own words through the use of summary or paraphrase, do so. The purpose of using outside sources is to support your own ideas. Source stringing occurs when the amount of outside material is equal to or greater than your own original ideas.

ARE THERE DIFFERENT WAYS TO FORMAT DIRECT QUOTATIONS?

Different areas of study require different documentation styles (i.e. APA, MLA, Chicago, AMA, etc.). The purpose of these formatting guides is to invoke a consistency in scholarly papers which results in efficiency and organization for the reader and writer. This skills sheet specifically focuses on how to format direct quotations in Chicago style.

HOW DO I INTEGRATE DIRECT QUOTATIONS PROPERLY INTO MY TEXT?

Whatever the documentation style, be sure to smoothly integrate your quotations into your text. This is accomplished by including a linking sentence or phrase that introduces the quote, an author identification (within the text or a parenthetical citation), and an explanatory or interpretative sentence.

Example of Linking Sentence: The use of technology in the classroom is becoming increasingly prevalent: “Teachers are using online chatrooms for discussion outside class...and courses in computer literacy are required by many colleges and universities” (Soven 2005, 149).

Example of Explanatory Sentence: “Teachers are using online chatrooms for discussion outside class...and courses in computer literacy are required by many colleges and universities” (Soven 2005, 149). The function of technology in the classroom is expanding, thus creating more opportunities for learning.

Note: There are two systems used for documentation in Chicago style. The first is the Author-Date System, which is typically used in the physical, natural, and social sciences. The second is the Notes & Bibliography System which is typically used in literature, history, and the arts. Examples of both are provided throughout each section of this handout. For more information on the Author-Date System or the Notes & Bibliography System, please refer to our additional skills pages on Chicago documentation.

Run-In Quotations in Chicago Format

When directly quoting from a source, proper documentation is required. If quoting fewer than five lines, run it into the text and use double quotation marks.

Author-Date Short Quotation Example: He notes, “this perfected human contact can be attained only if a mutual, strong relationship between the organization and its constituencies exists” (Brunner 1998, 74).

Notes & Bibliography Short Quotation Example: As Brunner notes, “this perfected human contact can be attained only if a mutual, strong relationship between the organization and its constituencies exists.”¹

Guidelines for using short quotations:

- in the Author-Date System, include the author’s last name, the year, a comma and the page number(s) of the quoted text, with end punctuation after the entire citation; and
- in the Notes & Bibliography System, place end punctuation before the final quotation marks, and include a superscript after the final quotation marks to indicate that the full citation can be found in the footnote (bottom of page) or the endnote (end of the paper).

Block Quotations in Chicago Format

In Chicago format, block quotations are used when quoting five lines or more.

Author-Date Block Quotation Example:

The study found the following:

The trouble source is in line 55 and the recipient (the ‘other’ participant) initiates (in line 56) a move to repair with the lead: ‘You mean’. In this case (as the one above with NS), Ian both initiates and completes the repair in the same turn. Satoko then confirms the repair and the talk moves on. She not only confirms the formulation, but also answers the question. This action by the student moves the talk forward. While there is a grammatical problem (which could be dealt with explicitly), Ian orients instead to her intended meaning. He formulates the gist of the prior turn. The other-initiated repair by Ian of the trouble source produced by Satoko draws attention to what she wants to say. This is what gets sorted out. (Nakamura 2008, 274)

Notes & Bibliography Block Quotation Example:

Nakamura’s (2008) study found the following:

The trouble source is in line 55 and the recipient (the ‘other’ participant) initiates (in line 56) a move to repair with the lead: ‘You mean’. In this case (as the one above with NS), Ian both initiates and completes the repair in the same turn. Satoko then confirms the repair and the talk moves on. She not only confirms the formulation, but also answers the question. This action by the student moves the talk forward. While there is a grammatical problem (which could be dealt with explicitly), Ian orients instead to her intended meaning. He formulates the gist of the prior turn. The other-initiated repair by Ian of the trouble source produced by Satoko draws attention to what she wants to say. This is what gets sorted out.¹

Guidelines for using block quotations:

- do not use quotation marks
- indent the entire quotation five spaces from the left margin
- follow the normal formatting at the end depending on which system you are using (author and date or notes & bibliography)
- single space a block quotation
- place end punctuation at the end of the quotation, before the in-text citation or superscript.

How to Use Parts of Quotations in Chicago Format

- According to *The Chicago Manual of Style, 16th edition* (13.50), ellipses are not required before the first word of a quotation, even if material has been omitted, nor are they required after the last word of a quotation, providing that the quoted material forms a complete sentence.
- Ellipses may be used in the middle of a quotation to indicate the omission of quoted material in between. When omitting words or phrases from the middle of a quotation, use three ellipses dots in their place.

Author-Date Ellipses Example: “Teachers are using online chatrooms for discussion outside class...and courses in computer literacy are required by many colleges and universities” (Soven 2005, 149).

Notes & Bibliography Ellipses Example: “Teachers are using online chatrooms for discussion outside class...and courses in computer literacy are required by many colleges and universities.”¹

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- It is important not to change the meaning of the original quotation when omitting a section from the center. In other words, do not misrepresent the original meaning of the quote by omitting words such as *not*, *never*, or *always*.
 - When inserting your own words into direct quotations to provide missing words or clarity, brackets must be used.

Example: He notes, “this perfected human contact can be attained only if a mutual, strong relationship between the organization and its constituencies [cohesive corporations] exists” (Brunner 1998, 74).