

Tips for Using Quotations

Try to incorporate portions of a direct quote into your sentences or paraphrase if possible.

Ellipses (. . .) are an effective tool to condense a passage. These three dots show the reader that you have removed words. Be sure that the passage still makes sense to the reader after words are removed.

Brackets ([]) provide an avenue to insert a word or phrase [that helps with understanding] into the body of the direct quotation.

Long quotations are set apart from your main text when quoting five lines or more:

Long quotations are indented a half inch from the margin and are single spaced. It helps to introduce a long quotation with a sentence that sets up the information that will follow.

An introductory phrase often points out who is speaking in the long quote or where the quote originated. An introduction to a long quote ends with a colon (:).

Endnotes or Footnotes?

Chicago Style allows the writer the option to choose an endnotes page or footnotes to list citations. Often your professor will require one option over the other. Every direct quote or paraphrase used throughout the paper needs a citation. Endnotes appear as a 'Notes' page following the main text, while footnotes appear at the bottom of the page where you use a citation.

Manuscript Format

Title page: Include your name, the course title, instructor's name, and the date.

Numbering/Spacing: Use Arabic numerals (1,2,3...) located in the top right-hand corner of the page. Do not number your title page, but count it as a number in the total number of pages. In other words, your main text starts on page two rather than page one. Certain instructors require your last name before each paginated number:

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The main text should be double-spaced.

Capitalization/Italics: You should italicize the titles of books. Use quotation marks around titles of periodical articles, short stories, and other short works like poems.

Margins/Spacing: Format margins one inch at the top, bottom, and sides of the paper. Double-space the main text (unless your instructor states differently). Be sure to indent each new paragraph.

Additional Resources

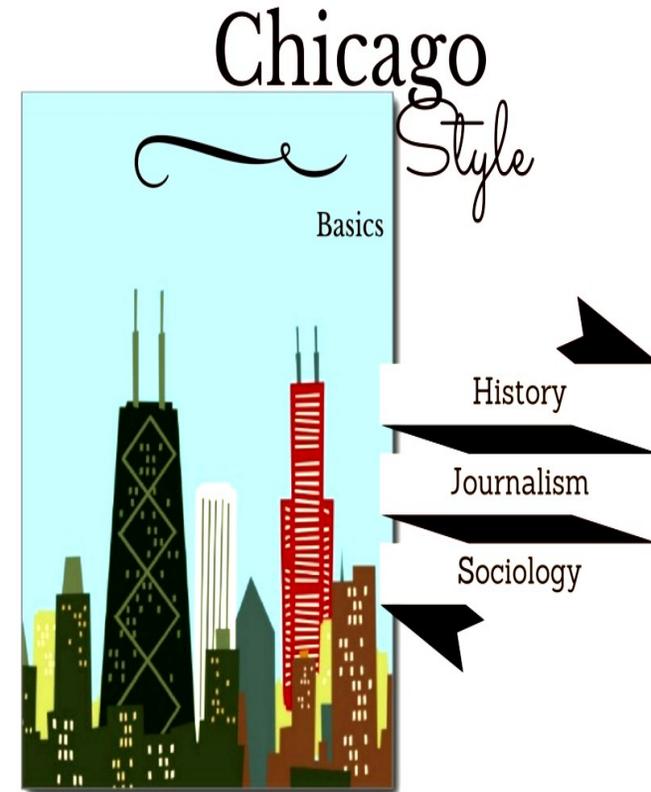
Purdue Online Writing Lab (OWL):

<https://owl.english.purdue.edu/owl/resource/717/01/>

*Hacker, Diana and Nancy Sommers. *A Pocket Style Manual -7th Edition*. Bedford: New York, 2015.

*Used in the making of this citation guide.

CCSU Writing Center Citation Guides



CCSU Writing Center

Stop in or call to schedule an appointment.
Location: Willard Hall, Room 115
Phone: 860.832.2765



Introducing Quotations & Citing Properly

Below are four examples of how to best introduce a quotation with a single phrase. Introductory phrases provide background or support a concept. For example:

- 1) As Alfred Hitchcock has explained, "..."¹
- 2) In an interview with Francois Truffaut, director Alfred Hitchcock states that "..."²
- 3) Norman Bates offers an interesting viewpoint: "..."³
- 4) "...," claims Scottie Ferguson, "..."⁴

◇ **What are those small numbers in place of (parentheses) and source information?**

The small numbers that appear after your direct quote or paraphrase are called **superscript numbers**.

Insert superscripts outside of the quotation marks. Superscripts correspond to the source information presented on either an endnotes page following your text or as footnotes at the bottom of the page on which the superscript appears.

◇ **If I include an endnotes page instead of footnotes, do I still need a bibliography page?**

Yes, Chicago Style requires a bibliography page in addition to endnotes or footnotes (unless otherwise stated by an instructor).

Endnotes ('Notes' at end of paper)

1. Alfred Ofnothing, *A Psycho's Perspective* (London: Penguin, 1967), 18-21.

⇒ The first time you mention a source you must include publication information. Subsequent use of the same source only needs the author's last name, a short version of the work's title, and page numbers.

~ **OR** ~

Footnotes (Bottom of page)

¹ Alfred Ofnothing, *A Psycho's Perspective* (London: Penguin, 1967), 18.

² *Ibid.*, 34-40.

⇒ If you have two notes in a row from the exact same source, then use Ibid. (meaning "in the same place") instead of the author's name. Put a comma after *Ibid.*, followed by the page number of the citation.

Preparing your Endnotes

- ⇒ Center and title the page as "Notes" and number as a continuation of the main text.
- ⇒ Indent each new source, but don't indent additional lines that carry over from the same source.
- ⇒ Organize sources by the number that corresponds to the superscript in the text's body.

Variation in Citation

When citing an author or source for your endnotes/footnotes, state the author's first name before his/her last name.

**In your bibliography, reverse the order of the author's first/last names and pay attention to additional punctuation requirements. Also, indent additional lines 1/2 inch from the margin.*

Preparing your Bibliography

Book Format:

Author (s) Name (Last, First), Title and subtitle of book. City of publication: Publisher, Year of publication. Page number(s) utilized/cited.

- ⇒ Alphabetize your bibliography by the last name of the author or editor.
- ⇒ If a source has no author, then alphabetize according to the title of the source.
- ⇒ If you happen to use two different sources by the same author, then begin your second mention of the author with six hypens (-----) in place of the author's name. Continue citing the title of the work and publication information.
- ⇒ Continue numbering from the main text through to your bibliography.

Bibliography

Ofnothing, Alfred. *A Psycho's Perspective*. London: Penguin, 1967. 15-18.

Plagiarism Cartoon 1

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"It's not called 'plagiarism' anymore. It's 'pre-packaged originality'."

Source: Glasbergen, Randy, 2009, www.glasbergen.com