

Quoting and Paraphrasing Chicago Manual of Style (CMS)

How to incorporate the ideas of others into your papers

A **direct quotation** is a word-for-word repetition of written or spoken language. A quotation must be enclosed with quotation marks and a superscript number inserted directly after the final quotation mark. This number refers readers to bibliographic information either at the foot of the page (footnotes) or at the end of the paper (endnotes). You should limit your use of direct quotations, using them only to capture authenticity or impact of the original source. Direct quotes should be introduced with enough information to let your reader know who is being quoted and why. The first time you mention an author, use the full name; thereafter, only the last name.

Example:

Cynthia Hahn claims a new interpretation of Joseph's role "as powerful and dignified *pater familias* will lead to an understanding of the [Merode] triptych as a vision of the sacral quality of marriage and the family."¹

¹Cynthia Hahn, "Joseph Will Perfect, Mary Enlighten and Jesus Save Thee: The Holy Family as Marriage Model in the Merode Triptych," *The Art Bulletin* 68 (1986): 55.

The first time a source is cited, note the complete bibliographic information including page number of the quote as in footnote 1 above.

If you have 2 **consecutive notes** from the same source, use the word, "Ibid." and the page number (if different from the first note).

Example:

Hahn continues to describe Joseph's transformation. "In late medieval art as well, an ineffective, aged Joseph is replaced by the hard-working, vigorous provider."²

²Ibid., 56.

Use a **shortened footnote** when the same source is used, but it is not consecutive. Include only author's last name, shortened title and page number. For example, if the above source is used at a later time in your paper, but was interrupted by another source, you write a shortened version of the note.

Example:

²Hahn, "Joseph Will Perfect," 63.

A **block format** is required for quotations longer than 8 lines or 100 words or more. You may choose, however, to block a direct quotation less than 100 words for style sake. A block quote uses no quotation marks, indents the complete quote 5 spaces from the left margin, always starts on a new line, and is usually introduced with a colon although a period or nothing may be used, depending on the context. Double-spacing is standard, but single-spacing may also be used. ↓

Example:

Abstract Expressionism was developed in direct response to the political atmosphere of the 1940s and 1950s. Barnett Newman states that the artists of his time:

felt the moral crisis of a world in shambles, a world devastated by the great depression and a fierce world war, and it was impossible at the time to paint the kind of paintings that we were doing – flowers, reclining nudes, and people playing the cello... This was our moral crisis in relation to what to paint.⁴

⁴H. Harvard Arnason, *History of Modern Art*, 5th ed. (New Jersey: Prentice Hall, 2003), 410.

A shortened reference to the above source would be:

⁴Arnason, *History*, 410.

If there are 2-3 authors, write the last names of all. If more than 3, use the first name only and “et al.”

Paraphrases and summaries are restatements (your own wording) of written or spoken language. A paraphrase usually restates no more than a couple sentences, while a summary condenses larger chunks of material. It is important to reword the information completely and not just substitute a few words from the original. You must also be careful not to change the original meaning in your rewording. Paraphrases and summaries are not set off with quotation marks, but must be cited with a superscript number at the end of the restated information.

Example:

Religion played an immensely important role in the lives of the Flemish people in the fifteenth century, thus keeping religious art prominent throughout this period.¹ During this era, Flanders led artistic development in Northern European art because of the power and patronage of the Burgundian dukes.²

¹Fred S. Kleiner and Christine J. Mamiya, *Gardner's Art through the Ages*, 12th ed. (Belmont, CA: Thomson/Wadsworth, 2005), 428.

²*Ibid.*, 450.

WHAT NOT TO CITE!

Do not cite common knowledge. If you have encountered information repeatedly (4-5 times) in your reading with no citation, consider it common knowledge in your field. Also, do not cite information such as facts that could be easily located in reference sources. Everything else requires acknowledging the source in a footnote or endnote.