Instructor:
Miss Katherine Owens
CHAPTER 13: QUOTATIONS AND DIALOGUE

• 13.7 Permissible changes to punctuation, capitalization, and spelling
  • Quotations marks (single or double) may be changed to fit the formatting of your paper.
  • En dashes or hyphens (200-1000AD/ …start-stop…) may be changed to an em dash (…start – stop …)
  • In a direct quotation the capital/not capital status of the first letter of the first word may be changed to fit the formatting.
  • At the end of a direct quotation, the original punctuation may be changed to fit the formatting
  • Source citations in the original may be deleted, or if included, the material should be block quoted with the original source information in a smaller type font at the end of the block quote.
  • Typographical errors may be corrected without being noted, unless the mistake is part of the original writing style or archaic spelling.
  • The old-fashioned ſ, v, or j may be replaced with the modern curvatures: s, u, and i.
13.10 Choosing between run-in and block quotations.

“In deciding whether to run in or set off a quotation, length is usually the deciding factor, in general, a short quotation, especially one that is not a full sentence, should be run in. A hundred words or more can generally be set off as a block quotation.”

Break with the Rule!!

100 words equals about 7 lines of typed text.

At Flagler College, quotations equal to more than 3 lines of typed text (abt 50 words) should be turned into a block quote.
CHAPTER 13: QUOTATIONS AND DIALOGUE

13.14-13.17 Comma/No comma/Colon/Period to introduce a quotation [semi-colons are no longer permitted]

- DIALOG: As part of the tour for President Joyner, Mr. Nesselrode asked, “How many students asked for help today using the databases?”

- INTRICAL TO THE SENTENCE: The question of “how many students asked for help today using the databases” was queried as part of the rationale to prove the use of reference librarians.

- TWO COMPLETE SENTENCES MERGED: The Library Director asked his staff member to answer the following question: “How many students asked for help today using the databases?”

- TWO COMPLETE SENTENCES NOT MERGED: For the benefit of the President, the Library Director asked his staff member a question. “How many students asked for help using the databases?”
13.59 Missing or illegible words

“In reproducing or quoting from a document in which certain words are missing or illegible, an author may use ellipses..., a bracketed comment or guess…”

“An 2-em dash..., sometimes in combination with an interpolated guess, may also be used for missing material.”

Clarification for Flagler College papers

Do not use the second option. Always use the first option in this rule.
Break with the Rule!!

In several places in the Manual you are told you can cite something only in the notes.

Here at Flagler, professors require any source cited to be included in both the notes and the bibliography; no exceptions.
CHAPTER 14: NOTES AND BIBLIOGRAPHY

• 14.7-14.11 URLs/DOIs/Permalinks/Short forms of URLs/Databases
  • The DOI when available is the preferable digital link for finding a source.
  • URLs can change periodically so use the form that is the shortest, most likely to not be changed, and will still take future users to the source.
  • If a database or website provides a “permalink” (think JSTOR), use those.
  • When citing an article or ebook from the Proctor Library Databases the rule has changed – do not use a short URL, simply provide the name of the database.
• 14.12 Access dates

“An access date—that is, the self-reported date on which an author consulted a source—is of limited value:….Chicago does not therefore require access dates in its published citations of electronic sources unless no date of publication or revision can be determined from the source…."

Break with the Rule!!

Here at Flagler, all sources accessed electronically must have an access date included in the citation.
14.19 Notes and bibliography— an overview

“Notes are styled much like running text, with authors’ names in normal order and the elements separated by commas or parentheses.”

“If the bibliography includes all works cited in notes, the notes need not duplicate the source information in full....”

Break with the Rule!!

Here at Flagler we use a combination of citations in the notes. The first time a source is cited, a full citation must be provided; thereafter, the abbreviated citation is permissible.
CHAPTER 14: NOTES AND BIBLIOGRAPHY

• 14.24 Numbers in text versus numbers in notes

“Note reference numbers in text are set as superior (superscript) numbers. In the notes themselves, they are normally full size, not raised, and followed by a period.”

Break with the Rule!!

Here at Flagler the use of the period after the number in the note is not preferred.
• 14.34 Shortened citations versus “ibid.”

“In a departure from previous editions, Chicago discourages the use of *ibid.* in favor of shortened citations as described elsewhere in this section; to avoid repetition, the title of a work just cited may be omitted. Shortened citations generally take up less than a line, meaning that *ibid.* saves no space, and in electronic formats that link to one note at a time, *ibid.* risks confusing the reader.”
16th edition:


17th edition:

CHAPTER 14: NOTES AND BIBLIOGRAPHY

16th edition:


17th edition:

CHAPTER 14: NOTES AND BIBLIOGRAPHY

16th edition:


17th edition:

CHAPTER 14: NOTES AND BIBLIOGRAPHY

17th Edition rules for a reprinted book either with new publication information or in facsimile:


16th edition:


17th edition:

CHAPTER 14: NOTES AND BIBLIOGRAPHY

16th edition:


17th edition:

16th edition:


17th edition:

CHAPTER 14: NOTES AND BIBLIOGRAPHY

16th edition:


17th edition:

16th edition:


17th edition:

CHAPTER 14: NOTES AND BIBLIOGRAPHY

17th Edition changed format for fn vs biblio for manuscript collections:

16. Matthew Sara Productions, Unidentified photograph of three students, Fall 1993, photograph, Luau Weekend 1993 Folder, Flagler College Archives, St. Augustine, FL (hereafter cited as Photograph of three students).

Luau Weekend 1993 Folder. Photographs. Flagler College Archives, St. Augustine, FL.
16th edition:


17th edition:

CHAPTER 14: NOTES AND BIBLIOGRAPHY

16th edition:


17th edition:

16th edition:
17. *The War*, directed by Ken Burns ([United States?]: PBS Home Video, 2007), DVD.

17th edition:
TIME STAMP FOR FILMS

Chicago does not require a time stamp in a footnote for physical films indicating where in the film the cited materials originated. Therefore, if a professor wants this information, the following is my recommendation:

16th edition:


17th edition:

CHAPTER 14: NOTES AND BIBLIOGRAPHY

16th edition:


17th edition:


16th edition:
… (Loomis and Nasatir 1967, 316, 353).


17th edition:
… (Loomis and Nasatir 1967, 316, 353).

CHAPTER 15: AUTHOR-DATE REFERENCES

16th edition:
Writing to his wife on June 22nd (Dais 1974, 172), Jefferson Davis tells Varina about…

Baton Rouge, LA: Louisiana State University Press.

17th edition:
Writing to his wife that same year on June 22nd (Davis 1974, 172), Jefferson Davis tells Varina ….

CHAPTER 15: AUTHOR-DATE REFERENCES

16th edition:
… (Hoyos 2003, 115-118).


17th edition:
… (Livy 2006, 115-118).

CHAPTER 15: AUTHOR-DATE REFERENCES

17th edition rules for a reprinted book either with new publication information or in facsimile:

As one of several books written during the late Victorian era about Florida, McLaws’ *When the Land Was Young* (1901) ....


16th edition:
… (Bourne 2009, 57).


17th edition:
… (Baptista 2009).

CHAPTER 15: AUTHOR-DATE REFERENCES

16th edition:
… (Thomas 2009).


17th edition:
As printed in the March 1760 “Poetical Essays” (1760), …. 

CHAPTER 15: AUTHOR-DATE REFERENCES

16th edition:
… (Guinta 2009).


17th edition:
… (Bruce 2009).

CHAPTER 15: AUTHOR-DATE REFERENCES

16th edition:
... (Hagerty 1948).


17th edition:
... (Hirshberg 1948).

CHAPTER 15: AUTHOR-DATE REFERENCES

16th edition:
… (Augustine.com 2010).


17th edition:
… (Augustine.com, n.d.).

16th edition:
... (Bondy, Levine, and Mattila 2009).


17th edition:
Goodwin’s interview of Kelsey includes the following corroboration: “…” (n.d.).

17th Edition changed format for manuscript collections:

... (Luau Weekend 1993).

Luau Weekend 1993 Folder. Photographs. Flagler College Archives, St. Augustine, FL.
CHAPTER 15: AUTHOR-DATE REFERENCES

16th edition:
… (Merriam-Webster’s Geographical Dictionary 2007).


17th edition:
… (Merriam-Webster’s Geographical Dictionary 2007).

16th edition:
… (*The War* 2007).


17th edition:
… (Burns 2007).

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CHAPTER 15: AUTHOR-DATE REFERENCES

16th edition:

… (“The History of Virginia City, Part 1 of 7” 2007).


17th edition:

… (“History of Virginia City” 2007).

16th edition:
… The verdict for the *United States v. E. Rosenberg & Sons* (253 F. 285; 1918 U.S. Dist. LEXIS 833 (S. D. FL. 1918)) …


17th edition:
… the verdict for the *United States v. E. Rosenberg & Sons* (253 F. 285 (S. D. FL. 1918)) …