



**CHICAGO  
MANUAL OF  
STYLE,  
17TH  
EDITION**

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 f, v, or j may be replaced with the modern curvatures: s, u, and i.



# CHAPTER 13: QUOTATIONS AND DIALOGUE

- 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?”



# CHAPTER 13: QUOTATIONS AND DIALOGUE

- 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...”

“A 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.





# CHAPTER 14: NOTES AND BIBLIOGRAPHY

## 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.



# CHAPTER 14: NOTES AND BIBLIOGRAPHY

- 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.





# CHAPTER 14: NOTES AND BIBLIOGRAPHY

- 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.

## CHAPTER 14: NOTES AND BIBLIOGRAPHY

- 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.”

# CHAPTER 14: NOTES AND BIBLIOGRAPHY

16<sup>th</sup> edition:

2. Noel M. Loomis and Abraham P. Nasatir, *Pedro Vial and the Roads to Santa Fe* (Norman, OK: University of Oklahoma Press, 1967), 312.

Loomis, Noel M., and Abraham P. Nasatir. *Pedro Vial and the Roads to Santa Fe*. Norman, OK: University of Oklahoma Press, 1967.

17<sup>th</sup> edition:

2. Noel M. Loomis and Abraham P. Nasatir, *Pedro Vial and the Roads to Santa Fe* (Norman: Univ. of Oklahoma Press, 1967), 312.

Loomis, Noel M., and Abraham P. Nasatir. *Pedro Vial and the Roads to Santa Fe*. Norman: Univ. of Oklahoma Press, 1967.

# CHAPTER 14: NOTES AND BIBLIOGRAPHY

16<sup>th</sup> edition:

3. Jefferson Davis, *The Papers of Jefferson Davis*, ed. James T. McIntoch (Baton Rouge, LA: Louisiana State University Press, 1974), 2:172.

Davis, Jefferson. *The Papers of Jefferson Davis*. Edited by James T. McIntosh. Vol. 2. Baton Rouge, LA: Louisiana State University Press, 1974.

17<sup>th</sup> edition:

3. Davis to Varina Banks Howell. *The Papers of Jefferson Davis*, ed. James T. McIntoch, vol. 2, *June 1841-July 1846* (Baton Rouge: Louisiana State University Press, 1974), 2:172.

Davis, Jefferson. *The Papers of Jefferson Davis*, Vol. 2, *June 1841-July 1846*, edited by James T. McIntosh. Baton Rouge: Louisiana State University Press, 1974.

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16<sup>th</sup> edition:

6. Dexter Hoyos, *Hannibal's Dynasty: Power and Politics in the Western Mediterranean, 247-183BC* (London: Routledge, 2003), accessed September 6, 2010, netLibrary e-book, chap. 12.

Hoyos, Dexter. *Hannibal's Dynasty: Power and Politics in the Western Mediterranean, 247-183BC*. London: Routledge, 2003. Accessed September 6, 2010. netLibrary e-book.

17<sup>th</sup> edition:

6. Livy, *Hannibal's War: Books Twenty-One to Thirty*, trans. J. C. Yardley with an introduction by Dexter Hoyos (Oxford: Oxford University Press, 2006), 24, accessed August 10, 2018, EBSCOhost.

Livy. *Hannibal's War: Books Twenty-One to Thirty*. Translated by J. C. Yardley with an introduction by Dexter Hoyos. Oxford: Oxford University Press, 2006. Accessed August 10, 2018. EBSCOhost.



## CHAPTER 14: NOTES AND BIBLIOGRAPHY

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

7. Lafayette McLaws, *When the Land was Young: Being the True Romance of Mistress Antoinette Huguenin and Captain Jack Middleton in the Days of the Buccaneers*, illus. Will Crawford, 1901, facsimile of the first edition, [Whitefish, MT?]: Kessinger Publishing, n.d., 100.

McLaws, Emily Lafayette. See McLaws, Lafayette.

McLaws, Lafayette. *When the Land was Young: Being the True Romance of Mistress Antoinette Huguenin and Captain Jack Middleton in the Days of the Buccaneers*. Illustrated by Will Crawford. 1901. Facsimile of the first edition. [Whitefish, MT?]: Kessinger Publishing, n.d.

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9. Joel K. Bourne, Jr., “Redwoods: The Super Trees,” *National Geographic*, October 2009, 36-37.

Bourne, Joel K. Jr. “Redwoods: The Super Trees.” *National Geographic*, October 2009, 28-63.

17<sup>th</sup> edition:

10. Fernando G. Baptista, “On the Hunt with the Basque Whalers,” *National Geographic*, August 2018, 36-37.

Baptista, Fernando G. “On the Hunt with the Basque Whalers.” *National Geographic*, August 2018.

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10. Evan Thomas, "Our Man in Afghanistan," *Newsweek*, July 25, 2009, accessed October 16, 2009. <http://www.newsweek.com/id/208632>.

Thomas, Evan. "Our Man in Afghanistan." *Newsweek*, July 25, 2009. Accessed October 16, 2009. <http://www.newsweek.com/id/208632>.

17<sup>th</sup> edition:

11. "Poetical Essays for March, 1760," *New American Magazine*, March 1, 1760, accessed August 13, 2018, 108. American Antiquarian Society Historical Periodicals Collection.

"Poetical Essays for March 1760." *New American Magazine*, March 1, 1760. Accessed August 13, 2018. American Antiquarian Society Historical Periodicals Collection.

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11. Peter Guinta, “Report Offers Few Findings,” *St. Augustine Record*, October 16, 2009.

Guinta, Peter. “Report Offers Few Findings.” *St. Augustine Record*, October 16, 2009.

17<sup>th</sup> edition:

12. Matt Bruce, “Wild Pigs Plague Flagler Neighborhoods,” *St. Augustine (FL) Record*, August 13, 2018.

Bruce, Matt. “Wild Pigs Plague Flagler Neighborhoods.” *St. Augustine (FL) Record*, August 13, 2018.

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12. James A. Hagerty, "Dewey Wins a State," *New York Times*, November 03, 1948, accessed October 16, 2009. <http://proquest.umi.com/>.

Hagerty, James A. "Dewey Wins State." *New York Times*, November 03, 1948. Accessed October 16, 2009. <http://proquest.umi.com/>.

17<sup>th</sup> edition:

13. Vera Hirshberg, letter to the editor, *Wall Street Journal*, July 30, 1990, Eastern Edition, accessed August 13, 2018. Proquest Global Newsstream

Hirshberg, Vera. Letter to the Editor. *Wall Street Journal*, July 30, 1990 Eastern Edition. Accessed August 13, 2018. Proquest Global Newsstream.

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13. *Augustine.com*, "Written History: Turn the Pages of the Past," 2010, accessed September 6, 2010, <http://www.augustine.com/history/ponce-leon.php>.

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14. "Written History: Turn the Pages of the Past," *Augustine.com*, accessed August 13, 2018, <https://www.visitstaugustine.com/history/ponce-ieon.php>.

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# CHAPTER 14: NOTES AND BIBLIOGRAPHY

16<sup>th</sup> edition:

14. Luc Bondy, James Levine, and Karita Mattila, "Portrait of a Lady," *The Metropolitan Opera*, ed. Philipp Briler, 2009, accessed October 16, 2009, <http://metoperafamily.org/metopera/news/features/detail.aspx?id=9456>.

Bondy, Luc, James Levine, and Karita Mattila. "Portrait of a Lady." *The Metropolitan Opera*. Edited by Philipp Brieler, 2009. Accessed October 16, 2009. <http://metoperafamily.org/metopera/news/features/detail.aspx?id=9456>.

17<sup>th</sup> edition:

15. Quinn Kelsey, interview by Jay Goodwin, "Booming Baritone," *The Metropolitan Opera*, accessed August 14, 2018, <https://www.metopera.org/discover/articles/interviews/booming-baritone/>.

Kelsey, Quinn. "Booming Baritone." By Jay Goodwin. *The Metropolitan Opera*. Accessed August 14, 2018. <https://www.metopera.org/discover/articles/interviews/booming-baritone/>.

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17<sup>th</sup> 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.

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15. *Encyclopedia of Medicinal Plants*, s.v. “Slippery Elm.”

*Encyclopedia of Medicinal Plants*, s.v. “Slippery Elm.” New York: DK Publishers, 1996.

17<sup>th</sup> edition:

17. *Encyclopedia of Medicinal Plants*. (1996), s.v. “Slippery Elm.”

*Encyclopedia of Medicinal Plants*. New York: DK Publishers, 1996.

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16. *Merriam-Webster's Geographical Dictionary*, 3<sup>rd</sup> ed., s.v. "Armenia," accessed September 6, 2010, <http://www.credoreference.com/entry/mwgeog/armenia>.

*Merriam-Webster's Geographical Dictionary*. 3<sup>rd</sup> ed., s.v. "Armenia." Springfield, MA: Merriam-Webster, 2007. Accessed September 6, 2010, <http://www.credoreference.com/entry/mwgeog/armenia>.

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18. *Merriam-Webster's Geographical Dictionary*, 3<sup>rd</sup> ed., s.v. "Armenia," (2007), accessed September 6, 2010, Credo Reference.

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16<sup>th</sup> edition:

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

*The War*. Directed by Ken Burns. [United States?]: PBS Home Video, 2007, DVD.

17<sup>th</sup> edition:

19. *The War*, directed by Ken Burns ([United States?]: PBS Home Video, 2007), DVD, 15 hrs.

Burns, Ken, dir. *The War*. [United States?]: PBS Home Video, 2007, DVD, 15 hrs.

## TIME STAMP FOR FILMS

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19. *The War*, directed by Ken Burns ([United States?]: PBS Home Video, 2007), DVD, 15 hrs [07:12:03-07:15:45].



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16<sup>th</sup> edition:

18. “The History of Virginia City, Part 1 of 7,” YouTube video, 7:16, from The History Channel’s 2007 televised *Modern Marvels*, posted by “PhilsMovies,” February 18, 2007, accessed September 6, 2010, <http://www.youtube.com/watch?v=ggYFxNHUmn8>.

“The History of Virginia City, Part 1 of 7.” YouTube video, 7:16. The History Channel’s 2007 televised *Modern Marvels*. Posted by “PhilsMovies,” February 18, 2007. Accessed September 6, 2010. <http://www.youtube.com/watch?v=ggYFxNHUmn8>.

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20. “The History of Virginia City, Part 1 of 7,” video, 7:16, February 18, 2007, from The History Channel’s 2007 televised *Modern Marvels*, accessed September 6, 2010, <http://www.youtube.com/watch?v=ggYFxNHUmn8>.

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16<sup>th</sup> edition:

19. *United States v. E. Rosenberg & Sons*, 253 F. 285; 1918 U.S. Dist. LEXIS 833 (S.D. FL. 1918).

31. *U.S. v. Rosenberg*.

*United States v. E. Rosenberg & Sons*. 253 F. 285; 1918 U.S. Dist. LEXIS 833. (S. D. FL, 1918).

17<sup>th</sup> edition:

21. *United States v. E. Rosenberg & Sons*, 253 F. 285; 1918 U.S. Dist. LEXIS 833 (S.D. FL. 1918).

21. *U.S. v. Rosenberg*, 253 F. 285.

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... (Loomis and Nasatir 1967, 316, 353).

Loomis, Noel M., and Abraham P. Nasatir. 1967. *Pedro Vial and the Roads to Santa Fe*. Norman, OK: University of Oklahoma Press.

17<sup>th</sup> edition:

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16<sup>th</sup> edition:

Writing to his wife on June 22<sup>nd</sup> (Davis 1974, 172), Jefferson Davis tells Varina about...

Davis, Jefferson. 1974. *The Papers of Jefferson Davis*. Edited by James T. McIntosh. Vol. 2. Baton Rouge, LA: Louisiana State University Press.

17<sup>th</sup> edition:

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# CHAPTER 15: AUTHOR-DATE REFERENCES

17<sup>th</sup> 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) ....

McLaws, Emily Lafayette. See McLaws, Lafayette.

McLaws, Lafayette. 1901. *When the Land was Young: Being the True Romance of Mistress Antoinette Huguenin and Captain Jack Middleton in the Days of the Buccaneers*. Illustrated by Will Crawford. Facsimile of the first edition, [Whitefish, MT?]: Kessinger Publishing.



# CHAPTER 15: AUTHOR-DATE REFERENCES

16<sup>th</sup> edition:

... (Bourne 2009, 57).

Bourne, Joel K. Jr. 2009. "Redwoods: The Super Trees." *National Geographic*, October. 28-63.

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... (Thomas 2009).

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17<sup>th</sup> edition:

As printed in the March 1760 "Poetical Essays" (1760), ....

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<http://metoperafamily.org/metopera/news/features/detail.aspx?id=9456>.

17<sup>th</sup> edition:

Goodwin's interview of Kelsey includes the following corroboration: "... (n.d.)."

Kelsey, Quinn. n.d. "Booming Baritone." By Jay Goodwin *The Metropolitan Opera*. Accessed August 14, 2018.

<https://www.metopera.org/discover/articles/interviews/booming-baritone/>.

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