

STLCC Wildwood Campus' Chicago Style Most Frequently Asked Questions

Quotations:

1. **How do you create a block quote?**

Writers should use blocked quotes sparingly. That's because it's important to show your own thinking, summary and analysis. If you must use a block quote, make sure you start the quote on a new line, indent the quote (one tab on both sides), use an ellipsis when eliminating some of the quote, and do not use quotation marks. You can either single or double space the blocked quote. Also make sure there are double spaces between the quote and the remaining essay, thus further setting the blocked quote apart. For more information, please see 13.9 and 13.10 in the *Chicago Manual of Style*.

2. **Where can I find examples of how to introduce and include quotes in my writing?**

The St. Louis Community College has an information sheet called "Integrating Sources Into Writing," which explains why writers need to signal or introduce a direct quote and provides examples of signal phrases and verbs used in signal phrases. You can find this on the web site under "Student Resources." Just click on "Academic Resources" and then "Writing Resources." Then look for the title "Integrating Sources Into Writing." Click on that to open the document.

3. **How do you handle a famous historical quote?**

All quotations – even famous ones -- must be introduced, quoted and cited properly. See the following example.

U. S. President Franklin Delano Roosevelt explained to an anxious American public at his 1933 inaugural address, "The only thing we have to fear is fear itself."¹

4. **How do you know when you have too many quotes?**

Most of the time, you will summarize or paraphrase information from a source. This process allows you the writer to draw your own conclusions and show your critical thinking. Sometimes, however, writers feel they need to quote the original source for credibility, for emphasis or to ensure its meaning is truly understood. Too many quotes may make the paper harder to read because your readers may feel they are jumping from quote to quote. Taking the time to read,

draw your own conclusions and write coherent, concise text shows your critical thinking and hard work. Your professor may even have a maximum number of quotes allowed or indicate that only a certain percentage of your paper may be quotes. To be sure, ask your instructor for further clarification and direction.

Formatting:

1. How should the first page be formatted?

If you search the Internet for direction on title pages in Chicago Style, you are likely to find several different methods for formatting the title and/or first page of your essay. *The Chicago Manual of Style* does not provide direction on the first page or title page either. *Ask your instructor for direction and follow that.* Generally, you need to list your name, the instructor's name, the date and class. Be sure you include a title as well. Most instructors request that you center the title.

2. How do I format footnotes and bibliography?

Please see the direction for both in this packet.

3. What are the recommended guidelines for margins, font size and type and spacing?

Please see your instructor for direction on margins, font size and type as well as spacing.

4. Should I include documents, books and other materials in my bibliography that I reviewed but did not cite?

It's always a good idea to keep track of all sources read and consulted while writing your essay or research paper. Anything that you have consulted and not cited should be included in the bibliography in addition to everything that you did cite. For example, we never cite Wikipedia in an essay; however, you should include it in your bibliography if you referred to it. Your instructor is always the final say regarding whether a source should be included in the bibliography or not.

5. What does "IBID" mean and when do you use it?

IBID or ibidem means literally in the same place. IBID can be used in place of the footnote citation when it is exactly the same as the preceding footnote. A period follows IBID. If the page number is different from the page number in the previous footnote, follow IBID with the page number and end with a period. (IBID., 23)

6. When can you use an ellipsis mark (...)?

Use an ellipsis mark to show that you have eliminated words from a quote, but be sure that the text that is left still makes sense to your

reader. If you use an ellipsis in the middle of a quote, you use three periods. If you use it at the end of the sentence, you use four periods.

7. What is “et al.” and when can you use it?

You can use “et al.” when you have more than one author to list. List the last name of the first author followed by et al to indicate there were additional authors. Chicago Style does not require you to list multiple authors for a single source, but you may see this required in other citations styles.

Citations:

1. Where can I find direction on citations?

Please see the citation examples in this packet for more information on citations. They cover anthologies, articles in print and online, books, book reviews, films, letter in a published collection, magazines, newspaper articles, and web sites.

2. What if I cannot find a citation example that applies directly to my reference?

There are several steps you can take to ensure that you have cited the material correctly. You can turn to Purdue Owl (add URL) online and search for direction there. You can refer to *The Chicago Manual of Style* located in the library, and you can ask your campus Writing Center for help.

Capitalization/References:

1. What is the general rule for capitalization in Chicago Style?

According to *The Chicago Manual of Style*, capitalize all proper nouns, titles, places, wars, etc. Generally, it instructs writers to lowercase general or generic references. For example, write “the Civil War” but “the war” for a second or generic reference. For more information, please see chapter 8 in the manual for more information.

2. Titles and offices?

The general rule is to capitalize the title when it precedes the name but lowercase it when it follows the name. For example, you write President Lincoln but “the president” when his name is not included. For more information, please see section 8.18 of *The Chicago Manual of Style*.

3. Academic titles?

Academic titles are handled the same way as other titles and offices. However, the college or university name is always capitalized. For example, you write John Smith, president of Saint Louis Community

College, and then “President Smith” but “the president” when his last name is not included. For more information and a list of examples, please see section 8.27 of the manual.

4. Ethnic and other groups?

You should capitalize the names of ethnic and other groups. For example, you capitalize “American Indians” and the “British.” For more information and a list of examples, please see section 8.37 of the manual.

5. Acts, treaties and government programs?

You should capitalize all accepted forms of acts, treaties and government programs. Generic references are lowercased. For example, “the Treaty of Versailles” but “the treaty” (lowercase) in second and generic references. For more information, please see 8.79 in the manual.

6. Military titles and terms?

You should capitalize the titles of all military titles and terms. For example, United States Marine Corps. However, lowercase army and navy when standing alone and not used as an official title. For example you write “a marine” in a generic reference. For more information, please see 8.111 in the manual.

7. Wars, battles and other significant historical periods?

You should capitalize all names of wars, battles and other significant historical periods but lowercase when used as a generic term. For example, capitalize American Revolution but lowercase “the revolution” when used on its own. For more information, please see 8.112 in the manual.

8. Geographic regions, countries, etc.?

Anything that appears on a map should generally be capitalized. For example, you capitalize “California,” “Chicago,” “South China Sea” “the Midwest” and the “Cape.” However, you lowercase “midwesterner.” You capitalize Tropic of Cancer but lowercase “the tropics.” For more information, *The Chicago Manual of Style* instructs writers to consult the U.S. Central Intelligence Agency’s World Fact Book.