

# CHICAGO STYLE PARAPHRASING TUTORIAL CHICAGO

**CHICAGO STYLE PARAPHRASING TUTORIAL CHICAGO** IS AN ESSENTIAL SKILL FOR STUDENTS, RESEARCHERS, AND ACADEMICS NAVIGATING THE RIGOROUS DEMANDS OF SCHOLARLY WRITING. THIS COMPREHENSIVE GUIDE DELVES INTO THE INTRICACIES OF CHICAGO STYLE PARAPHRASING, OFFERING A CLEAR, STEP-BY-STEP APPROACH FOR EFFECTIVELY RESTATING SOURCE MATERIAL IN YOUR OWN WORDS WHILE MAINTAINING ACADEMIC INTEGRITY. WE WILL EXPLORE THE FUNDAMENTAL PRINCIPLES OF ACCURATE CITATION, COMMON PITFALLS TO AVOID, AND PRACTICAL STRATEGIES FOR TRANSFORMING COMPLEX IDEAS INTO CLEAR, CONCISE PROSE THAT ALIGNS WITH CHICAGO MANUAL OF STYLE GUIDELINES. WHETHER YOU ARE A SEASONED WRITER SEEKING A REFRESHER OR NEW TO ACADEMIC CONVENTIONS, THIS CHICAGO STYLE PARAPHRASING TUTORIAL WILL EQUIP YOU WITH THE KNOWLEDGE AND TOOLS TO EXCEL.

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## UNDERSTANDING PARAPHRASING IN ACADEMIC CONTEXTS

PARAPHRASING IS A CORNERSTONE OF ACADEMIC WRITING, SERVING AS A VITAL TOOL FOR SYNTHESIZING INFORMATION, DEMONSTRATING COMPREHENSION, AND AVOIDING PLAGIARISM. IT INVOLVES RESTATING THE IDEAS, ARGUMENTS, OR FINDINGS OF ANOTHER AUTHOR IN YOUR OWN UNIQUE PHRASING AND SENTENCE STRUCTURE. UNLIKE DIRECT QUOTATIONS, PARAPHRASING REQUIRES YOU TO PROCESS AND RE-EXPRESS THE ORIGINAL TEXT, ENSURING THAT THE MEANING IS ACCURATELY CONVEYED WITHOUT COPYING THE EXACT WORDING. THIS PROCESS IS CRUCIAL FOR BUILDING YOUR OWN NARRATIVE AND INTEGRATING EXTERNAL SOURCES SEAMLESSLY INTO YOUR WORK.

IN ACADEMIC SETTINGS, EFFECTIVE PARAPHRASING SHOWCASES YOUR ABILITY TO ENGAGE CRITICALLY WITH SOURCE MATERIAL. IT ALLOWS YOU TO BREAK DOWN COMPLEX ARGUMENTS, CONNECT THEM TO YOUR OWN RESEARCH, AND CONTRIBUTE ORIGINAL ANALYSIS. A WELL-EXECUTED PARAPHRASE NOT ONLY DEMONSTRATES YOUR UNDERSTANDING BUT ALSO ENRICHES YOUR WRITING BY INCORPORATING DIVERSE PERSPECTIVES AND EVIDENCE. MASTERING THIS SKILL IS THEREFORE FUNDAMENTAL FOR PRODUCING CREDIBLE AND IMPACTFUL ACADEMIC WORK.

## THE CORE PRINCIPLES OF CHICAGO STYLE PARAPHRASING

CHICAGO STYLE PARAPHRASING, LIKE PARAPHRASING IN ANY STYLE, HINGES ON SEVERAL CORE PRINCIPLES DESIGNED TO UPHOLD ACADEMIC HONESTY AND CLARITY. THE PRIMARY GOAL IS TO ACCURATELY REPRESENT THE ORIGINAL AUTHOR'S IDEAS IN YOUR OWN VOICE. THIS MEANS UNDERSTANDING THE SOURCE MATERIAL THOROUGHLY BEFORE ATTEMPTING TO REPHRASE IT. MISINTERPRETING THE SOURCE CAN LEAD TO INACCURATE PARAPHRASES THAT MISREPRESENT THE AUTHOR'S INTENT, UNDERMINING YOUR CREDIBILITY.

ANOTHER CRUCIAL PRINCIPLE IS THE AVOIDANCE OF "PATCHWRITING," A COMMON ERROR WHERE WRITERS CHANGE ONLY A FEW WORDS OR REARRANGE SENTENCE ORDER WITHOUT FUNDAMENTALLY ALTERING THE PHRASING. THIS IS CONSIDERED A FORM OF PLAGIARISM, EVEN IF MINOR CHANGES ARE MADE. CHICAGO STYLE, IN ITS EMPHASIS ON METICULOUS DOCUMENTATION, DEMANDS A GENUINE TRANSFORMATION OF THE ORIGINAL TEXT. EVERY PARAPHRASE MUST BE ATTRIBUTED TO ITS ORIGINAL SOURCE, TYPICALLY THROUGH PARENTHETICAL CITATIONS OR FOOTNOTES, DEPENDING ON THE CHOSEN CHICAGO CITATION SYSTEM (NOTES-BIBLIOGRAPHY OR AUTHOR-DATE).

## ACCURATE REPRESENTATION OF MEANING

THE PARAMOUNT PRINCIPLE OF CHICAGO STYLE PARAPHRASING IS TO CONVEY THE EXACT MEANING OF THE ORIGINAL SOURCE. THIS REQUIRES A DEEP COMPREHENSION OF THE TEXT YOU ARE WORKING WITH. READ THE PASSAGE SEVERAL TIMES, IDENTIFY THE MAIN POINTS, SUPPORTING DETAILS, AND THE AUTHOR'S OVERALL ARGUMENT. ONCE YOU ARE CONFIDENT IN YOUR UNDERSTANDING, SET THE ORIGINAL TEXT ASIDE AND ATTEMPT TO EXPLAIN THE IDEAS IN YOUR OWN WORDS. YOUR PARAPHRASE SHOULD REFLECT THE NUANCES AND COMPLEXITIES OF THE ORIGINAL, WITHOUT ADDING YOUR OWN INTERPRETATIONS OR OPINIONS UNLESS EXPLICITLY STATED AS YOUR ANALYSIS.

## DISTINCT PHRASING AND STRUCTURE

A SUCCESSFUL PARAPHRASE MUST EMPLOY SIGNIFICANTLY DIFFERENT WORDING AND SENTENCE CONSTRUCTION THAN THE ORIGINAL. THIS IS NOT MERELY ABOUT SWAPPING OUT A FEW SYNONYMS. YOU SHOULD AIM TO RESTRUCTURE SENTENCES, CHANGE THE ORDER OF CLAUSES, AND USE VOCABULARY THAT IS CHARACTERISTIC OF YOUR OWN WRITING STYLE. THINK OF IT AS EXPLAINING THE CONCEPT TO SOMEONE WHO HASN'T READ THE ORIGINAL SOURCE. IF YOUR PARAPHRASE SOUNDS TOO SIMILAR TO THE ORIGINAL, IT LIKELY NEEDS FURTHER REVISION TO ENSURE IT MEETS THE REQUIREMENTS OF ORIGINALITY AND AVOIDS PLAGIARISM.

## PROPER ATTRIBUTION

EVEN WHEN YOU HAVE SUCCESSFULLY REPHRASED SOURCE MATERIAL IN YOUR OWN WORDS, IT IS IMPERATIVE TO ACKNOWLEDGE THE ORIGINAL AUTHOR. CHICAGO STYLE MANDATES CLEAR AND CONSISTENT CITATION FOR ALL BORROWED IDEAS AND INFORMATION, INCLUDING PARAPHRASED CONTENT. THIS INVOLVES PROVIDING A CITATION THAT DIRECTS READERS TO THE ORIGINAL SOURCE. FAILURE TO ATTRIBUTE A PARAPHRASE IS PLAGIARISM, REGARDLESS OF HOW ORIGINAL YOUR WORDING MAY BE. ADHERING TO CHICAGO'S CITATION GUIDELINES IS NON-NEGOTIABLE FOR MAINTAINING ACADEMIC INTEGRITY.

## STEP-BY-STEP CHICAGO STYLE PARAPHRASING TUTORIAL

THIS SECTION PROVIDES A PRACTICAL, STEP-BY-STEP APPROACH TO MASTERING CHICAGO STYLE PARAPHRASING. BY FOLLOWING THESE STAGES, YOU CAN TRANSFORM SOURCE MATERIAL INTO YOUR OWN VOICE WHILE ENSURING ACCURACY AND PROPER ATTRIBUTION.

### STEP 1: READ AND UNDERSTAND THE ORIGINAL TEXT

BEGIN BY READING THE PASSAGE YOU INTEND TO PARAPHRASE MULTIPLE TIMES. FOCUS ON GRASPING THE CORE IDEA, THE AUTHOR'S INTENT, AND ANY SUPPORTING EVIDENCE. ASK YOURSELF: WHAT IS THE MAIN POINT THE AUTHOR IS TRYING TO MAKE? WHAT ARE THE KEY DETAILS? WHAT IS THE SIGNIFICANCE OF THIS INFORMATION?

### STEP 2: IDENTIFY KEY CONCEPTS AND VOCABULARY

NOTE DOWN THE ESSENTIAL TERMS, PHRASES, AND CONCEPTS. UNDERSTAND THEIR MEANING WITHIN THE CONTEXT OF THE ORIGINAL WORK. WHILE YOU WILL AIM TO USE YOUR OWN WORDS, SOME SPECIALIZED TERMINOLOGY MIGHT BE UNAVOIDABLE. IN SUCH CASES, ENSURE YOU ARE USING THESE TERMS CORRECTLY.

## STEP 3: DRAFT YOUR PARAPHRASE (WITHOUT LOOKING AT THE ORIGINAL)

PUT THE ORIGINAL TEXT ASIDE COMPLETELY. WRITE DOWN THE IDEA OR INFORMATION IN YOUR OWN WORDS, USING YOUR OWN SENTENCE STRUCTURE AND VOCABULARY. FOCUS ON EXPLAINING THE CONCEPT CLEARLY AND CONCISELY. IMAGINE YOU ARE TEACHING THIS IDEA TO SOMEONE ELSE.

## STEP 4: COMPARE YOUR PARAPHRASE TO THE ORIGINAL

NOW, COMPARE YOUR DRAFTED PARAPHRASE WITH THE ORIGINAL SOURCE.

- IS THE MEANING OF THE ORIGINAL TEXT ACCURATELY REPRESENTED?
- HAVE YOU USED SIGNIFICANTLY DIFFERENT WORDING AND SENTENCE STRUCTURE?
- HAVE YOU AVOIDED COPYING PHRASES OR SENTENCE PATTERNS FROM THE ORIGINAL?

IF YOUR PARAPHRASE IS TOO CLOSE TO THE ORIGINAL, REVISE IT FURTHER.

## STEP 5: CITE YOUR SOURCE

ONCE YOU ARE SATISFIED WITH YOUR PARAPHRASE, YOU MUST CITE IT. ACCORDING TO THE CHICAGO MANUAL OF STYLE, YOU CAN USE EITHER THE NOTES-BIBLIOGRAPHY SYSTEM OR THE AUTHOR-DATE SYSTEM. FOR PARAPHRASED MATERIAL, YOU WILL TYPICALLY USE A PARENTHETICAL CITATION IN THE TEXT (AUTHOR, YEAR, PAGE NUMBER FOR AUTHOR-DATE) OR A FOOTNOTE/ENDNOTE (NOTES-BIBLIOGRAPHY). ALWAYS INCLUDE THE NECESSARY DETAILS TO LOCATE THE ORIGINAL SOURCE.

## IDENTIFYING AND AVOIDING COMMON PARAPHRASING MISTAKES

EVEN WITH THE BEST INTENTIONS, WRITERS CAN FALL INTO COMMON TRAPS WHEN PARAPHRASING. RECOGNIZING THESE PITFALLS IS THE FIRST STEP TOWARD AVOIDING THEM AND PRODUCING HIGH-QUALITY ACADEMIC WORK IN CHICAGO STYLE.

### PATCHWRITING: THE SUBTLE DANGER

PATCHWRITING OCCURS WHEN A WRITER MAKES ONLY MINOR CHANGES TO THE ORIGINAL TEXT, SUCH AS SUBSTITUTING A FEW WORDS WITH SYNONYMS OR SLIGHTLY ALTERING THE SENTENCE ORDER. THIS IS A FORM OF PLAGIARISM BECAUSE IT STILL RELIES TOO HEAVILY ON THE ORIGINAL AUTHOR'S PHRASING AND STRUCTURE. FOR INSTANCE, CHANGING "THE BOOK WAS VERY INTERESTING" TO "THE TOME WAS EXTREMELY FASCINATING" IS NOT A GENUINE PARAPHRASE. A TRUE PARAPHRASE WOULD FUNDAMENTALLY RESTRUCTURE THE SENTENCE AND USE ORIGINAL PHRASING, SUCH AS "THE AUTHOR PRESENTED A COMPELLING AND ENGAGING NARRATIVE."

### MISREPRESENTING THE AUTHOR'S INTENT

A SIGNIFICANT ERROR IS MISINTERPRETING OR DISTORTING THE AUTHOR'S ORIGINAL MEANING. THIS CAN HAPPEN IF THE WRITER HAS NOT FULLY UNDERSTOOD THE SOURCE MATERIAL. ALWAYS ENSURE THAT YOUR PARAPHRASE ACCURATELY REFLECTS THE AUTHOR'S ARGUMENT OR FINDINGS. IF THE ORIGINAL TEXT IS COMPLEX OR NUANCED, IT MAY BE BENEFICIAL TO CONSULT

SECONDARY SOURCES OR DISCUSS THE MATERIAL WITH A PEER OR INSTRUCTOR TO ENSURE FULL COMPREHENSION BEFORE PARAPHRASING.

## OVER-RELIANCE ON QUOTATION MARKS

SOME WRITERS MISTAKENLY BELIEVE THAT IF THEY PLACE QUOTATION MARKS AROUND A PHRASE OR SENTENCE, THEY DO NOT NEED TO CITE IT, OR THAT USING QUOTATION MARKS IS A SUBSTITUTE FOR PARAPHRASING. QUOTATION MARKS ARE RESERVED FOR DIRECT QUOTES. IF YOU ARE USING SOMEONE ELSE'S EXACT WORDS, THEY MUST BE ENCLOSED IN QUOTATION MARKS AND CITED. PARAPHRASING INVOLVES RESTATING THE IDEA IN YOUR OWN WORDS, AND ANY SUCH RESTATEMENT REQUIRES ATTRIBUTION.

## INSUFFICIENT OR INCORRECT CITATION

FAILING TO CITE A PARAPHRASE, OR CITING IT INCORRECTLY, IS A SERIOUS ACADEMIC OFFENSE. EVERY PIECE OF INFORMATION OR IDEA THAT IS NOT YOUR OWN ORIGINAL THOUGHT MUST BE ATTRIBUTED. CHICAGO STYLE HAS SPECIFIC GUIDELINES FOR BOTH THE NOTES-BIBLIOGRAPHY AND AUTHOR-DATE SYSTEMS. ENSURE YOU ARE FAMILIAR WITH THESE GUIDELINES AND APPLY THEM CONSISTENTLY TO ALL YOUR CITATIONS, WHETHER FOR DIRECT QUOTES OR PARAPHRASED MATERIAL.

## INTEGRATING PARAPHRASED MATERIAL INTO YOUR WRITING

SIMPLY PARAPHRASING SOURCE MATERIAL IS NOT ENOUGH; YOU MUST ALSO INTEGRATE IT EFFECTIVELY INTO YOUR OWN WRITING. THIS INVOLVES SMOOTHLY WEAVING THE PARAPHRASED CONTENT INTO YOUR ARGUMENTS AND ENSURING IT SERVES A CLEAR PURPOSE WITHIN YOUR TEXT.

## INTRODUCE AND EXPLAIN THE PARAPHRASE

DO NOT DROP PARAPHRASED MATERIAL INTO YOUR TEXT WITHOUT CONTEXT. INTRODUCE THE PARAPHRASE BY PROVIDING A BRIEF LEAD-IN THAT EXPLAINS ITS RELEVANCE TO YOUR ARGUMENT. FOR EXAMPLE, INSTEAD OF JUST STATING THE PARAPHRASE, YOU MIGHT WRITE: "ACCORDING TO SCHOLARLY RESEARCH ON URBAN DEVELOPMENT, THE ECONOMIC REVITALIZATION OF NEGLECTED DOWNTOWN AREAS OFTEN REQUIRES SIGNIFICANT PUBLIC INVESTMENT (SMITH 2021, 45)." FOLLOWING THE PARAPHRASE, YOU SHOULD EXPLAIN ITS SIGNIFICANCE AND HOW IT SUPPORTS YOUR POINT. THIS ANALYTICAL STEP DEMONSTRATES YOUR CRITICAL ENGAGEMENT WITH THE SOURCE.

## MAINTAIN FLOW AND COHESION

ENSURE THAT YOUR PARAPHRASED MATERIAL CONNECTS LOGICALLY WITH THE SURROUNDING SENTENCES AND PARAGRAPHS. USE TRANSITION WORDS AND PHRASES TO CREATE A SMOOTH FLOW BETWEEN YOUR OWN IDEAS AND THE BORROWED INFORMATION. THE GOAL IS TO MAKE YOUR WRITING READ AS A COHESIVE WHOLE, WHERE THE PARAPHRASED CONTENT FEELS LIKE A NATURAL EXTENSION OF YOUR ARGUMENT, NOT AN INTERRUPTION.

## VARY SENTENCE STRUCTURE AND LENGTH

TO AVOID MONOTONY AND TO FURTHER DISTINGUISH YOUR WRITING FROM THE SOURCE, VARY THE SENTENCE STRUCTURE AND LENGTH OF YOUR PARAPHRASED PASSAGES. COMBINE SHORTER SENTENCES FROM THE ORIGINAL IF IT MAKES SENSE, OR BREAK

DOWN LONGER, COMPLEX SENTENCES INTO MORE DIGESTIBLE PARTS. THIS NOT ONLY AIDS IN PARAPHRASING BUT ALSO ENHANCES THE OVERALL READABILITY AND STYLISTIC QUALITY OF YOUR WORK.

## ADVANCED CHICAGO STYLE PARAPHRASING TECHNIQUES

FOR MORE COMPLEX SOURCE MATERIAL, OR TO ELEVATE THE SOPHISTICATION OF YOUR ACADEMIC WRITING, ADVANCED PARAPHRASING TECHNIQUES CAN BE EMPLOYED. THESE METHODS GO BEYOND BASIC RESTATEMENT TO DEMONSTRATE DEEPER ANALYTICAL ENGAGEMENT.

### SYNTHESIZING MULTIPLE SOURCES

OFTEN, YOUR RESEARCH WILL INVOLVE DRAWING UPON SEVERAL SOURCES TO SUPPORT A SINGLE POINT. ADVANCED PARAPHRASING INVOLVES SYNTHESIZING THE IDEAS FROM MULTIPLE AUTHORS, IDENTIFYING COMMON THEMES, POINTS OF AGREEMENT, OR AREAS OF DISAGREEMENT. YOU WOULD THEN PARAPHRASE THESE SYNTHESIZED IDEAS IN YOUR OWN WORDS, CITING EACH ORIGINAL SOURCE APPROPRIATELY. THIS DEMONSTRATES YOUR ABILITY TO SEE CONNECTIONS AND PATTERNS ACROSS DIFFERENT SCHOLARLY WORKS.

### CONDENSING LENGTHY PASSAGES

SOMETIMES, A SOURCE MIGHT CONTAIN A LENGTHY EXPLANATION THAT YOU NEED TO INCORPORATE CONCISELY. ADVANCED PARAPHRASING INVOLVES IDENTIFYING THE CORE ARGUMENT OR ESSENTIAL INFORMATION WITHIN A LONGER PASSAGE AND RESTATING IT IN A MUCH SHORTER FORM. THIS REQUIRES A SOPHISTICATED UNDERSTANDING OF THE SOURCE AND THE ABILITY TO DISTILL ITS ESSENCE WITHOUT LOSING CRITICAL MEANING. AGAIN, ACCURATE CITATION IS PARAMOUNT.

### USING FIGURATIVE LANGUAGE AND NUANCE

WHEN APPROPRIATE, ADVANCED PARAPHRASING CAN INVOLVE CAPTURING THE NUANCE OR EVEN THE SUBTLE FIGURATIVE LANGUAGE OF THE ORIGINAL, BUT REPHRASED. THIS REQUIRES A STRONG COMMAND OF LANGUAGE AND A DEEP UNDERSTANDING OF THE AUTHOR'S TONE AND STYLE. FOR EXAMPLE, IF AN AUTHOR USES A METAPHOR TO DESCRIBE A CONCEPT, YOUR PARAPHRASE MIGHT USE A DIFFERENT, BUT EQUALLY EFFECTIVE, METAPHOR TO CONVEY THE SAME UNDERLYING IDEA, FOLLOWED BY THE NECESSARY CITATION.

## BEST PRACTICES FOR EFFECTIVE CHICAGO STYLE PARAPHRASING

ADHERING TO BEST PRACTICES ENSURES THAT YOUR PARAPHRASING IS NOT ONLY ACCURATE AND ETHICAL BUT ALSO CONTRIBUTES POSITIVELY TO THE QUALITY OF YOUR ACADEMIC WRITING. THESE PRACTICES REINFORCE THE PRINCIPLES OF GOOD SCHOLARSHIP AND CLEAR COMMUNICATION.

- ALWAYS CITE YOUR SOURCES IMMEDIATELY AFTER PARAPHRASING.
- READ THE ORIGINAL PASSAGE MULTIPLE TIMES TO ENSURE FULL COMPREHENSION.
- SET THE ORIGINAL TEXT ASIDE WHEN DRAFTING YOUR PARAPHRASE TO AVOID ACCIDENTAL COPYING.
- USE A DICTIONARY AND THESAURUS JUDICIOUSLY, ENSURING SYNONYMS FIT THE CONTEXT AND MAINTAIN THE ORIGINAL

MEANING.

- REVIEW YOUR PARAPHRASE AGAINST THE ORIGINAL FOR ACCURACY IN MEANING AND SIGNIFICANT DIFFERENCE IN WORDING AND STRUCTURE.
- WHEN IN DOUBT ABOUT WHETHER TO CITE, IT IS ALWAYS SAFER TO CITE.
- PRACTICE REGULARLY; THE MORE YOU PARAPHRASE, THE MORE NATURAL IT WILL BECOME.
- UNDERSTAND THE SPECIFIC CITATION SYSTEM (NOTES-BIBLIOGRAPHY OR AUTHOR-DATE) REQUIRED BY YOUR INSTITUTION OR PUBLICATION.

## **Q: WHAT IS THE PRIMARY GOAL OF CHICAGO STYLE PARAPHRASING?**

A: THE PRIMARY GOAL OF CHICAGO STYLE PARAPHRASING IS TO ACCURATELY RESTATE THE IDEAS AND INFORMATION FROM A SOURCE IN YOUR OWN WORDS AND SENTENCE STRUCTURE, WHILE PROVIDING A CLEAR AND CORRECT CITATION TO THE ORIGINAL SOURCE, THEREBY AVOIDING PLAGIARISM AND DEMONSTRATING COMPREHENSION.

## **Q: HOW DOES CHICAGO STYLE PARAPHRASING DIFFER FROM SUMMARIZING?**

A: PARAPHRASING FOCUSES ON RESTATING A SPECIFIC PASSAGE OR IDEA FROM A SOURCE IN DETAIL, USING YOUR OWN WORDING. SUMMARIZING, ON THE OTHER HAND, INVOLVES CONDENSING THE MAIN POINTS OF A LONGER TEXT OR MULTIPLE SOURCES INTO A BRIEF OVERVIEW, ALSO IN YOUR OWN WORDS AND WITH CITATION.

## **Q: CAN I USE SOME OF THE ORIGINAL AUTHOR'S PHRASES IN MY CHICAGO STYLE PARAPHRASE?**

A: YOU SHOULD AIM TO USE ENTIRELY YOUR OWN WORDING AND SENTENCE STRUCTURE. IF A SPECIFIC TERM IS ESSENTIAL OR UNIQUELY CAPTURES THE AUTHOR'S IDEA, YOU MAY USE IT, BUT IT SHOULD BE MINIMAL AND INTEGRATED SEAMLESSLY. OVERUSE OF ORIGINAL PHRASING LEADS TO PATCHWRITING, WHICH IS CONSIDERED PLAGIARISM.

## **Q: WHAT ARE THE CHICAGO STYLE CITATION REQUIREMENTS FOR A PARAPHRASE?**

A: CHICAGO STYLE REQUIRES SPECIFIC IN-TEXT CITATIONS (EITHER PARENTHETICAL FOR THE AUTHOR-DATE SYSTEM OR FOOTNOTES/ENDNOTES FOR THE NOTES-BIBLIOGRAPHY SYSTEM) THAT INCLUDE ENOUGH INFORMATION TO LOCATE THE ORIGINAL SOURCE, TYPICALLY AUTHOR, YEAR, AND PAGE NUMBER, OR JUST THE NOTE NUMBER LEADING TO A FULL CITATION.

## **Q: WHAT IS THE MOST COMMON MISTAKE MADE IN CHICAGO STYLE PARAPHRASING?**

A: THE MOST COMMON MISTAKE IS PATCHWRITING, WHICH INVOLVES MAKING ONLY MINOR CHANGES TO THE ORIGINAL TEXT'S WORDING OR SENTENCE STRUCTURE, RESULTING IN A PARAPHRASE THAT IS TOO SIMILAR TO THE SOURCE AND IS CONSIDERED PLAGIARISM.

## **Q: HOW DO I ENSURE I HAVE ACCURATELY PARAPHRASED A COMPLEX IDEA?**

A: TO ENSURE ACCURACY, READ THE ORIGINAL PASSAGE MULTIPLE TIMES UNTIL YOU FULLY UNDERSTAND IT. THEN, EXPLAIN THE IDEA IN YOUR OWN WORDS WITHOUT LOOKING AT THE SOURCE. COMPARE YOUR EXPLANATION TO THE ORIGINAL FOR MEANING AND THEN REVISE FOR UNIQUE PHRASING. DISCUSSING THE COMPLEX IDEA WITH A PEER CAN ALSO HELP CONFIRM YOUR UNDERSTANDING.

## **Q: WHEN SHOULD I USE QUOTATION MARKS INSTEAD OF PARAPHRASING IN CHICAGO STYLE?**

A: YOU SHOULD USE QUOTATION MARKS WHEN YOU WANT TO USE THE EXACT WORDING OF THE ORIGINAL AUTHOR, PERHAPS BECAUSE THE PHRASING IS PARTICULARLY IMPACTFUL, UNIQUE, OR PRECISE. REMEMBER THAT ALL DIRECT QUOTATIONS MUST BE ENCLOSED IN QUOTATION MARKS AND CITED METICULOUSLY.

## **Q: DOES CHICAGO STYLE HAVE SPECIFIC RULES FOR PARAPHRASING DATA OR STATISTICS?**

A: YES, WHILE YOU MUST PARAPHRASE THE INTERPRETATION OR DISCUSSION SURROUNDING DATA AND STATISTICS, AND CITE THE SOURCE, THE DATA OR STATISTICS THEMSELVES ARE FACTUAL. HOWEVER, IF YOU ARE PRESENTING THEM IN A WAY THAT IS INTERPRETIVE OR HIGHLIGHTS A SPECIFIC ASPECT NOT EXPLICITLY STATED, CAREFUL PARAPHRASING AND CITATION ARE STILL REQUIRED.

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