Quoting Sources
Handout courtesy of Angela Gulick

Deciding between an In-Text Quotation and a Block Quotation
A quotation is an exact replication of something a person either said or wrote. If a quotation is fewer than **4 typed lines**, you keep it in the text of the paragraph enclose it with "double quotation marks."

However, if a quotation is **more than 4 typed lines**, it is called a block quote and is set off from the rest of the text. Here is an example: In "Pun Work Helps English Learners Get the Joke," Kristin Lems states the following: **<<<Note the lead-in to the block quote is a complete sentence with a colon.**

Indent a block quotation 1 inch from the left margin. Omit quotation marks, and put the period **before** the page or paragraph number.

Humor also helps bring people together through shared frames of reference, which are often framed through the jokes told. When English learners learn humorous English words and phrases as part of their language study, it can help their metalinguistic awareness, or conscious awareness of the forms of language; this, in turn, is positively associated with literacy development. (2)

Introducing a Quotation by Using the Author's or Speaker's Name and an Action Verb
Here are some sample action verbs: suggests, writes, states, says, comments, insists, questions, etc.

Regarding the television program *Project Runway,* **Harold Jorgensen writes, "T**he word that was completely overused by the end of the season was fierce."

Katherine declared, "For the final time, I did not put a pancake on that bunny's head!"

>>>Note the punctuation here. Because the quotations themselves are complete sentences and are preceded by **action verbs**, you need commas before the quotations, and you need to capitalize the first words of the quotations.

Special Note: If you put the word "that" in front of your quotation, you need to omit the comma and lowercase the first word of the quotation (unless that word is a proper noun that is always capitalized). Note the difference between these examples:

"No That" example: Regarding the TV program *Project Runway,* **Harold Jorgensen writes, "The** word that was completely overused by the end of the season was fierce."

"That" example: Regarding the TV program *Project Runway,* **Harold Jorgensen writes that "[t]he** word that was completely overused by the end of the season was fierce."

>>> Notice that in the second example, there is no comma between the words "writes" and "that."

>>> In the original printed text, the word "The" was capitalized. To indicate that the first letter was changed to the lowercase [t], the letter "t" is [bracketed]. This would tell a reader that a slight change was made to the original quotation, and that slight change can be found within the brackets.

Introducing a Quotation by Using "According to Author's or Speaker's Name"
If you introduce information with the words "According to…" and double quotation marks, you **do not need an action verb** as well. Here are some examples:

Correct example: According to former NBC News anchor Tom Brokaw**, "It's** easy to make a buck. It is a lot tougher to make a difference.**"**

Correct example: Former NBC News anchor Tom Brokaw claims**, "It's** easy to make a buck. It is a lot tougher to make a difference.**"**

Correct example: Former NBC News anchor Tom Brokaw states **that "[i]t's** easy to make a buck. It is a lot tougher to make a difference.**"**

Incorrect example: According to former NBC News anchor Tom Brokaw **claims, "It's** easy to make a buck. It is a lot tougher to make a difference."

Introducing a quotation by embedding a piece of it *within* your own sentence.
When a writer embeds a direct quotation, the writer uses key words from the original quotation and makes them a part of the writer's own actual sentence. Here is an example:

Ronald Kinkaid discovered that the policy of **"attractive nuisance**" could be applied to his trampoline in the backyard since it would be considered **"something on a piece of property that attracts children but also endangers their safety."**

>>> In this example, there is no punctuation before the 2 embedded quotations **("attractive nuisance"** and **"something on a piece of property that attracts children by also endangers their safety").**

>>> The first words of each of the embedded quotations are **not** capitalized because they weren't capitalized in the original quotations and they aren't proper nouns (words that are always capitalized).

Using Single Quotation marks
Use single quotation marks when you have a quotation **within** a larger quotation. Here are 2 examples:

Flora Arnold wrote, "My favorite quotation is from Yogi Berra, who said, **'I didn't really say all of the things I said.' ''**

Flanders and Jacobs write, "According to a 2008 study, marriage counselor Judy Bowen argues, **'Marriage preparation is extremely important in a society that emphasizes fleeting relationships'** illustrating that as a culture, a premium is put on permanent monogamous relationships."

>>>In these examples, each has a quotation that exists within the larger **"direct quotation."** To indicate these quotes within quotes, **'single quotation marks are provided.'**

Using Other Forms of Punctuation with Quotation Marks
The following chart will help you know how to incorporate other points of punctuation

Punctuation Point	Location with Quotation Marks
Periods (.)	Periods go **inside** quotation marks >>> **"_____."** The only exception is if you have information in parentheses at the end of quotation >>> **"_____"** (16)**.**
Commas (,)	Commas always go **inside** quotation marks >>> **"_____,"**
Semicolons (;)	Semicolons always go **outside** quotation marks >>> **"_____";**
Colons (:)	Colons always go **outside** quotation marks >>> **"_____":**
Question Marks (?) Exclamation Points (!)	If the **entire sentence** containing the quotation is a question or an exclamation, put the punctuation point **outside** the quotation marks. If just the **quotation itself** is the question or exclamation, put the punctuation point **inside** the quotation marks.

Adding Information to a Direct Quotation
Use **[brackets]** to indicate anything **you** have added to a quote to improve clarity or correctness:

Original: Kate Hostager, author of "Tales from My Fiction Class," states, "After taking his class for a few weeks, he couldn't believe he had made such progress" (39). >>> We don't know who "he" and "his" refer to, so bracketed details clarify matters.

Revised: Kate Hostager, author of "Tales from Fiction Class," states, "After taking **[Dr. Martone's]** class for a few weeks, **[Jon]** couldn't believe he had made such progress" (39).

Original: According to Jarrod Littleton, author of "Building a Nest Egg," "Those who offer economic advice state that **investing** in retirement funds such as Roth IRAs should be the top priority for young adults" (11).

Revised: According to Jarrod Littleton, author of "Building a Nest Egg," **"[I]**nvesting in retirement funds such as Roth IRAs should be the top priority for young adults" (11). >>> The "i" in "investing" needed to be capitalized because it is now the first word of the sentence.

Removing Information from a Direct Quotation
Use ellipses **(…)** to indicate anything you have removed from a direct quotation. **You cannot remove something that substantially changes the quotation's meaning**. If you end a quotation before the end of the original sentence, include ellipses to indicate that omission. Otherwise, you don't need ellipses at the beginning or the end of a sentence.

Original quotation: Marshall writes, "After running around all day, Lily collapsed into a chair, feet and head throbbing, wondering why she always felt so exhausted in the evenings" (25).

Omission in the middle of a sentence: Marshall writes, "After running around all day, Lily collapsed into a chair . . . wondering why she always felt so exhausted in the evenings" (25).

Omission at the end of a sentence (because the end of the sentence was omitted): Marshall writes, "After running around all day, Lily collapsed into a chair . . . (25).