

# QUOTATIONS IN YOUR WRITING

Whenever you write a literary essay, an article or research paper, you will be expected to embed quotations; learn the following rules to help you do so correctly.

## WHEN SHOULD I USE QUOTATIONS?

- When your own words couldn't say it better, & the quotation will be more effective or memorable
- When you want to use the exact words of someone else, or the exact words of a piece of text
- When you want to add evidence or authority from another source, to add credibility to your point

## HOW DO I INCLUDE A QUOTATION?

A quotation cannot stand on its own; it must be incorporated into your own writing with an explanation, introduction or reason for why it is being included.

FOLLOW THIS METHOD

**MAKE A POINT**

**INCLUDE A QUOTATION**

**GIVE AN EXPLANATION**

Forcing students to wear school uniforms can have a positive impact on their education.

Indeed, in one American study it was found that students "demonstrated improvement in academic achievement for the first year following the implementation of the school-uniform policy" (Shamburger 23).

This clearly gives credit to the argument for implementing a mandatory uniform policy, as it illustrates the positive academic benefits.

For example

## HOW LONG SHOULD MY QUOTATION BE?

As a rule, only include what is absolutely necessary to make your point. However there are different rules for short and long quotations.

**SHORT: INLINE** If your quotation is fewer than four lines of prose, or three lines of poetry, you can include it within your sentence and paragraph, using quotation marks.

One researcher strongly advocates that "in ability grouping the students gain academically, socially, and emotionally" (Kelly 552). This clearly supports the argument for mixing students of different abilities.

**LONG: BLOCK** If your quotation is longer than this, you should start a new line, and indent the quotation. In this case you do not need to use quotation marks.

Within this particular poem, Dickenson often uses figurative language techniques:

Because I could not stop for Death -  
He kindly stopped for me -  
The Carriage held but just Ourselves -  
And Immortality. (1-4)

This quotation clearly illustrates Dickenson's use of personification as she creates a character out of death.

## HOW DO I INTEGRATE MY QUOTATIONS?

You don't want to leave your quotations hanging. Ideally, you want to integrate your quotations into your sentence with signal phrases (phrases which introduce the quotation).

Examples

**When Iago suggests that** "[jealousy] is the green-eyed monster which doth mock / The meat it feeds on" (3.3.196-197), he is clearly being manipulative and trying to incite Othello's suspicion.

**When the narrator declares that** "[he was] simultaneously enchanted and repelled by the inexhaustible variety of life" (43), we see clear evidence of his conflicted feelings.

As much as possible, you want to try and include your quotation in your sentence, as it enables you to directly comment on it and therefore show its relevance.

### SIGNAL PHRASES

VERBS TO USE IN

- |              |               |
|--------------|---------------|
| » Claims     | » Illustrates |
| » States     | » Insists     |
| » Explains   | » Argues      |
| » Confirms   | » Affirms     |
| » Contend    | » Identifies  |
| » Declares   | » Responds    |
| » Implies    | » Mentions    |
| » Points out | » Predicts    |
| » Suggests   | » Surmises    |
| » Observes   | » Agrees      |
| » Notes      | » Finds       |