

PUNCTUATION

There are clear rules which guide how you punctuate your quotations; make sure you are familiar with these rules, so that you quote correctly in your writing.

Parentheses ()

Use parentheses to enclose your citation information - author, page number, line number etc.

When the author discusses the "extremely adverse effects of poaching" (Jones 144), he is referring particularly to the African context.

NOTE The information you include within the parenthesis will depend on the type of text from which you are quoting.

Quotation Marks " "

Enclose any directly quoted material within quotation marks (unless it is a long, block quotation).

The theme of deception is seen through the character of Iago and his manipulative words; phrases such as "Were I the Moor I would not be Iago" (1157) and "I am not what I am" (1165) are clear evidence of this theme.

NOTE Use double quotation marks for your quotes, but single quotation marks for quotes within your quotation.

Commas , Periods . Exclamation Points ! Question Marks ?

Generally, end punctuation comes after the parenthetically enclosed citation. However, if the quote itself contains an exclamation point or question mark, this is included within the quotation marks.

In this poem, Auden poses a question to the reader: "Will Time say nothing but I told you so?" (18).

Would society really be changed by "nonviolent protests organized by the marginalized" (Banks 32)?

NOTE See how the placement of the question mark depends on whether the question is yours or the author's whom you are quoting?

Colons :

Use a colon to introduce a quotation after an introductory clause or phrase.

The horse is clearly agitated and confused by the speaker's actions. He gives his harness bells a shake / To ask if there is some mistake" (9-10). This clearly illustrates the unplanned nature of the stop.

NOTE The colon here shows that what follows is linked to the point made before the colon.

Slashes /

When quoting poetry, use forward slashes to indicate line breaks.

Keats often yearns for sensual pleasures over the rational intellect. In his poem 'O For A Life of Sensations Rather Than Thoughts!' the poet proposes the notion that "all charms fly / At the mere touch of cold philosophy" (228-229).

NOTE If quoting more than 3 lines of poetry, write it out as a block quote as it appears on the original page, without the slashes.

Ellipses ...

If you leave out any words in the middle of a quotation, you must indicate this with an ellipsis.

The narrator clearly wishes to prolong the night: "I want tonight to be long, as long as my life ... more than any other night of my life, I want to feel alive" (1). This prompts the reader to question what awaits him in the morning.

NOTE Note that the ellipsis appears as three periods with a space before and after.

Square Brackets []

If you change any words within a quotation, or add any of your own words, you must enclose the altered/added words within square brackets.

Sharpe discusses this use of religion and makes the point that "Time and again in [Keats'] major poems he sets up a traditional religious framework which he then either contrasts with his own new and radically untraditional humanized religion" (32).

NOTE The original quotation contained the word "his", but for clarity, the author wishes to alter this to "Keats"