Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quoting and citing other’s words

Citing is when you take words from another person, a story, movie or song. You cite this work because you want to give that person credit for their ideas.

Another reason to cite work is to support your own ideas by supplying evidence or referencing an expert.

**DIRECT QUOTES**

One page: “Quote” (p. #). Ex: “To be or not to be. That is the question” (p. 93).

Two pages: “Quote” (p. #-#) . Ex. “To be or not to be. That is the question” (p. 93-94).

\*this is if the quote starts at the bottom of one page and goes onto the next.

Multiple pages: “Quote” (p. #,#). ex. “To be or not to be” (p. 93, 122).

\* This is used if the same quote is repeated on different pages. Usually used when you want to emphasis repetition.

Citing dialogue: When dialogue appears in the quote use single quotes to isolate the dialogue.

Ex. “She said, ‘I can’t believe you’” (p. 3).

Quoting poetry or song lyrics

One line: “Quote” (line #). Ex. “I wandered lonely as a cloud” (line 3).

Two lines: “line one/line two” (line #).

Ex. “I wandered lonely as a cloud/And I couldn’t wait to see the sun” (lines 3-4).

Quoting a play: “Quote” (Act. Scene. Line #). - represented by roman numerals.

One line Ex. “To be or not to be” (II.iii.23).

Two lines Ex. “To be or not to be/that is the question” (I.iv.112-113).

**INDIRECT QUOTES**

This is used when you PARAPHRASE (summarize or put in your own words) another person’s work. It may take a variety of forms, but generally, you should include the title of the work, the author or the page number.

Ex. On page 24, Shakespeare describes how the characters have become the same person.

**INTEGRATING QUOTES**

The most effective way is to seamlessly blend short quotations in with the sentence by using only a few words to add emphasis.

QUOTE: “He went into the woods because I wished to live deliberately”

Sentence using the quote: The author wants to “live deliberately” and get the most out of life.

This method allows you to make a point and then use a quote to support what you just said. Make sure it is preceded by a **full sentence** and announced with a colon (:)

Ex. The author feels like he needs to move away from society to begin to understand how to make the most out of his life: “He went into the woods because I wished to live deliberately”

The next method is using an **introductory, or explanatory phrase** (not a full sentence) separated by a comma (,)

\*\* You should use a comma to separate your own words from the quotation when your introductory or explanatory phrase ends with a verb such as "says," "said," "thinks," "believes," "pondered," "recalls," "questions," and "asks" (and many more)

Ex. According to the author, “shams and delusions are esteemed for soundest truths, while reality is fabulous."

Adding a quotation without using punctuation is also effective. Here, the comma is usually replaced with “that”.

Ex. Thoreau argues that "shams and delusions are esteemed for soundest truths, while reality is fabulous."

**Quick tips:**

Rule 1. Complete sentence: “Quote” (p. 3).

Rule 2. Someone says, “Quote” (line 2).

Rule 3. If it is not rule 1 or 2, don’t use any punctuation between your words and quoted words.

**EDITING QUOTATIONS:**

Use ellipses (…) to indicate when you have left out a word or phrase from a quote.

Ex. The author says, “He went into the woods…to live deliberately”

Use brackets [ ] to indicate when you have changed or replaced a word in a quote to make it fit the sentence, or if you have changed capitalization.

Ex. According to the author, “shams and delusions are [the] soundest truths, while reality is fabulous."

Ex. “[S]hams and delusions are esteemed for soundest truths, while reality is fabulous" according to the author.