Quoting & Paraphrasing

Purpose:	Information:	Example:
Single Quotation Marks (‘ ’):	Used to indicate dialogue within another quotation.	“The girl answered her mother by saying, ‘I don’t want to go alone.’ She appeared to be shivering from the cold” (4).
Double Quotation Marks (“ ”):	Used to enclose a direct quotation (to indicate when another person’s words are used within your own writing). *Do not use quotation marks for large block quotations. *shown below*	According to Diana Hacker in *Rules for Writers*, “grammar checkers can help with some, but by no means all, of the sentence-level problems in a typical draft” (30).
	Also used to indicate titles of short works, such as articles, poems, and stories.	In “Sonny’s Blues,” the narrator remains unnamed.
For block quotes (over 4 lines):	Indent 1-inch, remove quotation marks, and insert punctuation before beginning on a new line. Sherman Alexie depicts his earliest childhood memories with reading and writing: The words themselves were mostly foreign, but I still remember the exact moment when I first understood, with a sudden clarity, the purpose of a paragraph. I didn’t have the vocabulary to say ‘paragraph’, but I realized that a paragraph was a fence that held words. (464)	
Periods or commas:	Place inside the quotation marks, unless followed by a citation.	Unlike Kate Chopin’s “The Story of an Hour,” her novel *The Awakening* was popular in class. Alexie describes the town’s sign as reading, “Welcome to Wellpinit, Population: Variable” (3).
Colons or semicolons:	Place outside the quotation marks.	The store’s sign said “Open Every Day Until 7 p.m.”; when we arrived at 5 p.m., however, the door was locked.
Question marks or exclamation points:	Place inside quotation marks if they pertain to the quote.	As soon as Emmanuel comes home, he will ask, “What’s for dinner?”

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	Place outside if they pertain to the entire sentence.	Have you ever read “Letter from Birmingham Jail”?
Formal Introduction of Quoted Material:	Use a colon for full-sentence introductions	Mark Twain’s humorous idioms can instruct people on living a better life: “Be careful about reading health books. You may die of a misprint.”
Verbs of attribution:	Use a comma when introducing or following quotes with phrases like “he said” or “she argues.”	In his poem “The Road Less Traveled,” Robert Frost proclaims, “I took the one less traveled by/ And that has made all the difference.”
At the beginning of a sentence:	Use a comma, unless the quote is a question or exclamation.	“Scathingly funny,” which is how the Los Angeles Times described *Reservation Blues* in a review.
Blended quotations:	Integrate quoted material smoothly within your sentence. Use punctuation as appropriate.	In Mary Shelley’s *Frankenstein*, it is said, “I ought to be thy Adam; but I am rather the fallen angel” (Chapter 10).
Omitting words:	Use ellipses (…) to omit unnecessary parts of a quotation.	In his novel *Oliver Twist*, Charles Dickens conveys panic through repetitive language. When Oliver’s mother dies, the nurse laments, “Ah, poor dear, so it is… Poor dear!” (3).
Changing words for clarity:	Use brackets ([ ]) to modify quotes for clarity.	(Original Quote) “Here he walked even faster than before; nor did he linger until he had again turned into a court” (184). --> (Changed) “Here [the old man] walked even faster than before; nor did he linger until he had again turned into a court” (184).

More Tips:

- Only about 10% of your final paper should consist of quoted material. Use only the most essential information. Quotations are most effective when they are used sparingly. You should only use a quote if the information cannot be repeated in any better fashion, or if you are analyzing the author’s exact words
- Do not use a quote unless you have contextualized the quote in some way. Introduce quotes by providing the author’s full name and/or the title of the material from where the quote was taken. Once you have stated the author’s full name the first time, you may use their last name for each subsequent reference.

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