




Quotations




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- Introduce a quotation **by signaling that it is coming** and perhaps **by indicating your purpose in using it**

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- You may name the title of the source and the author in a signal phrase:





- In her book *Contemporary Feminist Thought*, Eisenstein warns against a “false universalism that addresses itself to all women.”

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- Or you may wish to name only the author:






- In a discussion of Enlightenment political philosophy, Eisenstein asserts that while “liberal theory contested the divine right of monarchs and aristocrats to political rule... “women questioned the “divine” right of men to deny suffrage to half the population.

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- There are many graceful ways to integrate a quotation into your text, but try to keep in mind that **quotations are confusing if they appear to “drop from the sky.”**
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Punctuating and Formatting Quotations

- Short direct prose quotations should be incorporated into the text of the paper and enclosed in double quotation marks.
 - For example: According to Jonathan Clarke, “Professional diplomats often say that trying to think diplomatically about foreign policy is a waste of time.”⁴
- For a quotation within a quotation, use single quotation marks.
 - For example: The new head of General Motors is cautiously optimistic about the influence the resurgent U.S. auto industry can have on the entire domestic economy, according to a recent *Time* magazine story. “All told, GM’s Smith estimates, the recovering industry is now strong enough to add 1 ½%--\$20 billion—to the nation’s gross domestic product in the last quarter of this year. ‘It’s been a long time, but you always thought of the U.S. auto industry as the engine of economic recoveries in the 1950s and ‘60s,’ says Smith. ‘I think we could be that kind of locomotive again.’”⁵

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- **Quotations of four or more typewritten lines should be set off from your text in single spacing and indented in their entirety, generally 5 or 10 spaces from the left margin, with no quotation marks or beginning or end.**
 - **Quotations of up to three lines of poetry should be integrated into your sentence.**
 - For example: In Julius Caesar, Antony begins his famous speech with “Friends, Romans, Countrymen, lend me your ears: / I come to bury Caesar, not to praise him” (III.ii.75-76).
 - Notice that a slash (/) with a space on either side is used to separate lines.
 - More than three lines of poetry should be indented. As with any extended (indented) quotation, do not use quotation marks unless you need to indicate a quotation within your quotation.
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- Use an ellipsis (...) only when it is not obvious that you are quoting only a portion of the whole.
- Within quotations, use square brackets [] (not parentheses) to add your own clarification, comment, or correction.
 - For example, the material enclosed in square brackets in the following sentence was added to clarify the quotation: “He [Hamlet] changes significantly after seeing Fortinbras and his army.” Use [sic], which is Latin for “in this manner,” to indicate that a mistake or problem of some sort is in the original material you are quoting and is not a mistake you introduced in your transcription.
- Place commas and period inside the closing quotation marks, but all other punctuation marks—such as semicolons, colons, exclamation points and question marks—go outside the closing quotation marks except when they are part of the quoted material.