

(last updated 5/19/16)<sup>1</sup>

**Direct Quotations:**<sup>2</sup>

*Definition:* **Direct Quotations** are another person’s exact words—either spoken or in print—incorporated into your writing.

**RULE:**

**EXAMPLE:**

Use a set of quotation marks to enclose each direct quote. Cite it using the page number in parentheses.	John and Joan Allen stated that they “refuse to use that pesticide” because of possible water pollution (4).
Use a capital letter with the first word of a direct quotation of a whole sentence. <b>Do not use a capital letter when the first word of a direct quotation is not a complete sentence.</b>	The Allens, owners of a 300-acre farm, said, “We refuse to use that pesticide because it might pollute the nearby wells” (4).

**Indirect Quotations**

Indirect quotations are also known as paraphrases. Do not use quotation marks for them. Like quotes, they should be cited.	According to their statement to the local papers, the Allens will not use pesticide because of potential water pollution (4).
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**Quotation Within a Quotation**

Use single quotation marks for a quotation enclosed inside another quotation. When citing, cite the source where you found the quote preceded by “qtd. in.”	The agriculture reporter for the newspaper explained, “When I talked to the Allens last week, they said, ‘We refuse to use that pesticide’” (qtd. in Allen 4).
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**Block Quotation**

*Definition:* A **block** quotation is a quotation that extends more than four typed lines on a page.

Indent one inch from the left margin, double space, and do not use quotation marks. Introduce the quote with a complete sentence followed with a colon (:). The parenthetical citation goes after the last period, rather than before as with short quotes.	Jerry wrote me a cryptic note, part of which read as follows: You can’t build a soul from paper; your life-blood doesn’t flow in India ink. I will retreat from your squalid pen, too enamored by its charcoal touch. (18) Then continue on with your paper here.
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<sup>1</sup> Information included in this tip sheet has been directly taken from “Quotation Marks.” [Online Writing Lab \(OWL\)](#). Purdue University. 12 June 2003

<sup>2</sup> For information about **parenthetical citations**, see tip sheets on MLA and APA style and Plagiarism.

### Omitted or Added Words in a Quotation

<p>When you cut words from a quote, use ellipsis marks—three periods with a space before each and a space after the last. When you cut words at the end of a sentence, follow the ellipsis marks with a period. When the ellipsis falls at the end of the quote, move the period outside the citation.</p> <p>If you need to insert something within a quote (your own word in for example), use a pair of brackets around the addition. When you add words to the end of the sentence, follow the last bracket with a period. If you add words at the end of a quote, move the period outside the citation.</p>	<p><i>Omit Words:</i> The agency representative said, “We are unable to help every family...because we don’t have the funds” (Doe 12).</p> <p><i>Omit Words at the End:</i> The agency representative said, “We are unable to help every family...We do try to help as many people as we can, however” (Doe 12).</p> <p><i>Omit Words at the end of a Quote:</i> He said, “We are unable to help every family...” (Doe 12).</p> <p><i>Add Words:</i> The representative said the agency was “unable to help every family that [it would] like to” (Doe 12).</p>
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### Quoting Poetry

<p>When quoting a short line of poetry, write the line(s) as any other short quote. Use a slash mark to indicate the end of the line. Use quotation marks.</p>	<p>In his poem, “Mending Wall,” Robert Frost writes, “Something there is that doesn’t love a wall, / That sends the frozen-ground-swell under it” (6).</p>
<p>If the quote is three lines or longer, set it up as a block quote. Quote the poem line by line as it appears on the page, and do not use quotation marks. The page number follows the last period.</p>	<p>In his poem “Mending Wall,” Robert Frost questions the building of barriers and walls:</p> <p style="padding-left: 40px;">Before I built a wall I’d ask to know What I was walling in or walling out, And to whom I was like to give offense. (6)</p>

### Quotation Marks for Individual Words

<p>Use quotation marks to indicate words used ironically, with reservation, or in some unusual way.</p>	<p>The great march of “progress” has left millions impoverished and hungry.</p>
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### Punctuation with Quotation Marks

<p>Use a comma to introduce a quotation after a standard dialogue tag, a brief introductory phrase, or a dependent clause.</p>	<p>As D.H. Nachuas explains, “The gestures used to greet others differs greatly from one culture to another” (182).</p>
<p>Optionally, introduce long independent clauses with a colon</p>	<p>D.H. Nachus explains cultural difference in greeting customs: “Touching is not a universal sign of greeting. While members of European cultures meet and shake hands as a gesture of greeting, members of Asian cultures bow to indicate respect” (182).</p>
<p>Unless a citation follows, put commas and periods within closing quotation marks</p>	<p>“I forget your name, but I never forget a face,” he said.</p> <p>History is stained with blood spilled in the name of “civilization.”</p>