**Direct Quotations:**

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

**RULE:**

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

**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). | **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). | **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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1 Information included in this tip sheet has been directly taken from “Quotation Marks,” Online Writing Lab (OWL), Purdue University. 12 June 2003
2 For information about parenthetical citations, see tip sheets on MLA and APA Style and Plagiarism.
## Omitted or Added Words in a Quotation

<table>
<thead>
<tr>
<th>Omit Words: The agency representative said, “We are unable to help every family…because we don’t have the funds” (Doe 12).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Omit Words at the End: 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).</td>
</tr>
<tr>
<td>Omit Words at the end of a Quote: He said, “We are unable to help every family…” (Doe 12).</td>
</tr>
<tr>
<td>Add Words: The representative said the agency was “unable to help every family that [it would] like to” (Doe 12).</td>
</tr>
</tbody>
</table>

### Omit Words

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.

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.

### Omit Words at the End

The agency representative said, “We are unable to help every family…because we don’t have the funds” (Doe 12).

### Omit Words at the end of a Quote

He said, “We are unable to help every family…” (Doe 12).

### Add Words

The representative said the agency was “unable to help every family that [it would] like to” (Doe 12).

## Quoting Poetry

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.

### Quoting Poetry

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).

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.

### Quoting Poetry

In his poem “Mending Wall,” Robert Frost questions the building of barriers and walls:

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)

## Quotation Marks for Individual Words

Use quotation marks to indicate words used ironically, with reservation, or in some unusual way.

### Quotation Marks for Individual Words

The great march of “progress” has left millions impoverished and hungry.

## Punctuation with Quotation Marks

Use a comma to introduce a quotation after a standard dialogue tag, a brief introductory phrase, or a dependent clause.

### Punctuation with Quotation Marks

As D.H. Nachuas explains, “The gestures used to greet others differs greatly from one culture to another” (182).

Optionally, introduce long independent clauses with a colon

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).

Unless a citation follows, put commas and periods within closing quotation marks

“I forget your name, but I never forget a face,” he said.

History is stained with blood spilled in the name of “civilization.”