What are Quotations?

Direct Quotations are another person's exact words—either spoken or in print—incorporated into your writing. You should cite all quotes in your writing. These types of quotations should include quotation marks.

Indirect Quotations are also known as paraphrases.You must cite these quotations within your writing, just like direct quotes. These types of quotations do not include quotation marks.

Block Quotations are quotations that extend beyond 40 characters or four typed lines. These types of quotations do not include quotation marks but are introduced with a complete sentence followed by a colon (:). Indent these quotations one inch from the left margin and double-space. The parenthetical citation goes after the last period, rather than before, as with short quotes.

Quotations Within Quotations occur when you quote a reference that is quoting another reference. Use single quotation marks for a quotation enclosed inside another quotation. When citing, cite the source where you found the quote.

Omitted or Added Words in a Quotation occurs when you cut words from a quote. When cutting words from a quote, use ellipsis marks—three periods with a space before each period 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 to the outside of 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 a sentence, follow the last bracket with a period. If you add words at the end of a quote, move the period outside the citation.

Examples:

Direct Quotation:

Allen and Allen (2020) stated that state and local governments ought to advocate for "refusal of pesticide usage" because of possible water pollution (p. 4).

Indirect Quotation:

According to their statement in their latest publication, the Allens have indicated that the usage of pesticides can be dangerous because of potential water pollution (2020, p. 4).

Block Quotations:

John and Joan Allen stated in their recent publication on pesticides that using pesticides could cause potential water pollution:

> The possibility of water pollution from pesticide use could be harmful or dangerous to the city's water supply. Pesticides have been shown to leach into underground aquafers, thus contaminating the water supply many cities and towns draw from for municipal water usage. Therefore, refusal of pesticide usage should be a priority for state and local governments. (Allen & Allen, 2020, p. 4).

Due to this potential danger, it is important to evaluate the usage of pesticides and how they will impact the municipal water supply.

Quotation Within a Quotation:

In the latest edition of The Agriculture Report, Schrute explained, "When I was researching the potential dangers of pesticides, I found a report in which pesticide experts Joan and John Allen stated: 'Therefore, the refusal of pesticide usage should be a priority for state and local governments'" (qtd. in Allen & Allen, 2020, p. 4).

Omitted or Added Words in a Quotation

Omit Words: The agency representative said, "We are unable to stop the usage of pesticides…because we do not have the funds to research alternatives" (Schrute, 2020, p. 19).

Omit Words at the End of a Quote: The agency representative said, "We are unable to stop the usage of pesticides…" (Schrute, 2020, p. 19).

Add Words Within a Quote: The representative said the agency was "unable to stop the usage of pesticides [at this time] because we do not have the funds to research alternatives" (Schrute, 2020, p. 19).