CITING QUOTATIONS

Do not plagiarize. Cite all quotes and borrowed ideas; avoid paraphrases that closely resemble your sources.

Why cite? To alert readers to your sources and give credit to the writers.

Citing direct quotes:

Must be copied accurately, word for word, and either placed within quotation marks or formally set-off from the rest of the text.

Citing paraphrases or summary, anything beyond common knowledge:

A summary condenses information from a source, perhaps capsulizing a chapter in a short paragraph. Be careful not to quote directly. Examples of "common knowledge" include the population of the U.S., dates of Civil War, names of men who first landed on moon, etc.

Putting summaries and paraphrase in your own words:

It's not enough to name a source with summaries and paraphrase; you must restate the information in your own words or it is plagiarized. Don't look at the source when you are summarizing or paraphrasing. Close the book and write from memory.

Integrating quotations as smoothly as possible:

"Readers should be able to move from your own words to the words you quote from a source without feeling a jolt" (Hacker 217).

Using signal phrases:

Do not drop quotes into text without warning. Rather, provide clear signals, usually the author's name, to prepare readers. Try to vary your signal phrases to avoid monotony. Use a verb that is appropriate to your context. If the author is arguing, note that with the verb. Is he/she reporting a fact? drawing a conclusion? refuting an argument? stating a belief?

Other signal phrases:

adds	admits	agrees	argues
asserts	believes	claims	comments
compares	confirms	contends	declares
denies	disputes	emphasizes	endorses
grants	illustrates	implies	insists
notes	observes	points out	reasons
refutes	rejects	reports	responds
suggests	thinks	writes	acknowledges

Using ellipses and brackets:

These are tools for integrating quotes smoothly. Remember, even without these, you don't have to use a whole sentence for your quote. Just use what fits.

- Ellipses: Three periods with spaces between them indicates omitted words. Be careful not to distort meaning. If you are leaving off the first part of the quoted sentence, you don't need to use ellipses, since you can signal this by not capitalizing: "programs like Head Start saved millions" (Donaldson 364). But if you are beginning your quote with a formal noun, you should use ellipses to let the reader know you are starting midway in the sentence: ". . . Head Start saved millions" (Donaldson 364).

- Brackets: Square brackets allow you to insert your own words into material to help clarify confusion created by the context: "He saw them [Joyce and Budgen] outside the Bahnhof."

Setting off long quotations:
MLA style requires that more than four lines of quote should be set off from the text, indented one inch from the left margin. Use the normal right margin.

Sources:
Hacker, Diane. *A Handbook for Writers*. 3rd Ed.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 4th Ed. New York: Modern
Language Association, 1995.