

QUOTING

To quote means to repeat what is written or spoken usually exactly as it appears or is heard. When we quote from a document, we usually write the quote inside quotation marks. Additionally, we usually add signal phrases and even parenthetical citations.

Note that the APA says that direct quotations "must be accurate."

WHAT ARE SIGNAL PHRASES?

Signal phrases are short introductory sentences which help to inform the reader that quoted material appears. Usually, they consist of a subject and a reporting verb, and they may be found in the beginning or towards the end of a quote.

Example:

Lori asks: "How is your day going?"

Example:

Greg responds, "Fantastic! I hope it stays this way."

Example:

"I believe it is going to rain," noted a gentleman walking between the couple.

Note: Be aware of the placement of the comma before and after the quotation marks.

Acknowledges

Accuses

Adds

Admits

Advances

Advises

Advocates

Affirms

Agrees

Alleges

Alludes to

Analyzes

Announces

Apologizes for

Argues

Asks

Asserts

Assures

Assumes

Attests

Believes

Belittles

Blames

Capitalizes
Challenges
Characterizes
Chronicles
Chooses
Cites
Claims
Comments
Compares
Concludes
Concurs
Condescends
Condones
Confirms
Congratulates
Considers
Contends
Contrasts
Creates
Cautions
Claims
Concedes
Concentrates
Concludes
Condones
Considers
Contends
Conveys
Criticizes
Debates
Declares
Defines
Defies
Decides
Delineates
Demonstrates
Denies
Denounces
Derives
Describes
Determines
Discloses
Discounts
Discovers
Disputes
Discusses

Denies
Documents
Doubts
Embodies
Embraces
Emphasizes
Empathizes
Encourages
Endorses
Envisions
Establishes
Examines
Exclaims
Exemplifies
Explains
Explores
Expresses
Extrapolates
Finds
Focus on
Focuses on
Formalizes
Formulate
Grants
Highlights
Hypothesizes
Identifies
Illustrates
Implies
Includes
Indicates
Infers
Informs
Interjects
Insists
Invents
Invites
List
Maintains
Mention
Narrates
Negates
Notes
Nullifies
Objects
Observes

Offers
Opposes
Oversimplifies
Refers
Persuades
Points out
Portrays
Posits
Postulate
Praises
Predicts
Presents
Presume
Proclaims
Professes
Projects
Pronounces
Proposes
Proves
Provides
Promises
Publicizes
Purports
Reacts
Reasons
Reassures
Recognizes
Recommends
Recounts
Reflects
Refuses
Refutes
Reiterates
Rejects
Relates
Remarks
Reminds
Renounces
Replies
Reports
Represents
Responds
Reveals
Scrutinizes
States
Says

Shows
Solicits
States
Stresses
Submits
Suggests
Summarizes
Supports
Survey
Synthesizes
Teaches
Theorizes
Thinks
Threatens
Warns
Writes
Verifies