

QUOTING (INTERMEDIATE)

QUOTING WITH CITATIONS

A few things to remember when quoting:

1. The period should appear after the parenthetical (in-text) citation).

Example:

As a popular book notes, "The more that you read, the more things you will know. The more that you learn, the more places you'll go" (Giesel, 1990, p.10).

2. The citation should appear outside the quotation marks.

Example:

Sun Tzu (2001) once wrote, "Discipline means organization, chain of command, and logistics" (p.7).

3. If the author is mentioned at the beginning of the line (along with the publication year), you do not have to repeat the author or the year.

Example:

Cleary (2009) translates this line, "Throughout history there have been countless wealthy people who lost their nations and destroyed their families, or traded themselves for money..." (p.244).

4. If the line starts with a capital letter, then start your quote with a capital letter.

Likewise, if the line starts with a lower case letter, then start your quote with a lower case letter.

TOOLS - ELLIPSIS MARKS

When omitting material you may use an ellipsis mark (...) to indicate that you have cut words from a quotation. Do not use an ellipsis mark at the beginning of a quotation.

Simply start the line with a lower case letter.

Example:

Shakespeare (1603), in Hamlet, wrote, "What a piece of work is man... how infinite in faculty" (2.2.319-320).

Note: The actual quote is: "What a piece of work is man. How noble in reason, how infinite in faculty" (Shakespeare, 1603, 2.2.319)

TOOLS - SQUARE BRACKETS

Square brackets can be used for injecting words into the quote which clarify meanings.

Example:

Hamlet says, "[Yorick] hath bore me on his back a thousand times, and now how abhorred in my imagination it is!" (5.1.185-186)

Note: The actual quote is: "He hath bore me on his back a thousand times, and now how abhorred in my imagination it is!" (5.1.185-186). The author above clarifies that Hamlet is talking about his old jester, Yorick.

TOOLS - ITALICS

Italicize words if you need to emphasize words in the quotation.

