

### Documentation: The Quotation

1. When should you use a quotation:

**Summarize** when you need to capture only the main ideas of a passage.

When summarizing, use your own words to record information.

**Paraphrase**, or restate in your own words, when you want to record

the specific facts or ideas in a passage.

**Quote** when the author's language, as well as ideas, is important.

2. Use quotation marks to enclose a direct quotation - a person's exact words.

Do not use quotations marks to enclose an indirect quotation.

She said that the road is closed until 4 p.m. vs. She said, "The road is closed until 4 p.m."

3. A direct quotation begins with a capital letter.

If the quotation is only a fragment of a sentence, not intended to stand alone, do not begin it with a capital letter.

She said that the road is closed "until 4 p.m."

4. When a quoted sentence is divided into two parts by an interrupting expression

such as *he said*, or *she replied*, the second part begins with a small letter.

"The road," she said, "is closed until 4 p.m."

5. A direct quotation is set off from the rest of the sentence by commas or

by a question mark or exclamation point.

"When will the road be closed?" she asked.

6. A quotations of more than 4 lines should be indented left and right and single spaced without quotation marks.

It is introduced by a colon, and no quotation marks are needed.

She gave a thorough report about the road closing, saying:

This is the first line and is indented 10 spaces.....

This is the second line and is indented 10 spaces.....

This is the third line and is indented 10 spaces.....

This is the fourth line and is indented 10 spaces.....

7. Punctuate quotations according to the following rules:

A. commas and periods are always placed inside the closing quotation marks.

"The road," she said, "is closed until 4 p.m."

B. Colons and semicolons are always placed outside the closing quotation marks.

She said, "The road will be closed until 4 p.m."; and she meant what she said.

C. Question marks and exclamation points are placed inside closing quotations marks if the quotation is a question or exclamation. Otherwise they are placed outside.

She asked, "When will the road be closed?"

Did she ask, "When will the road be closed"?

8. When you write dialogue (two or more persons having a conversation), begin a new paragraph every time the speaker changes.

"When will the road be closed?" she asked. And the crowd grew silent because of the clear insinuation.

"As soon as the equipment arrives," stated the traffic engineer.

9. When a quoted passage consists of more than one paragraph, put quotation marks at the beginning of each paragraph and at the end of the entire passage.

....." blah, blah, blah, blah, and more blah, blah, blah. Now, blah, blah, blah, blah, blah, until the end of the paragraph.

....."New paragraph here, but note that there is no change in speaker, so there are no ending quotation marks at the end of my previous paragraph."

10. Use single quotation marks to enclose a quotation within a quotation.

The traffic engineer asked, "Why did she say, 'The road will be closed at 4 p.m.' when she knew the truth"?

11. Book length works are italicized; short works usually are not. However, the titles of poems long enough to be divided into books, cantos, or sections are italicized.

- *Night*
- "Jabberwocky"
- *The Rime of the Ancient Mariner*
- "AHS JV outplays TO"

12. Integrate quotations into your own sentences; in expository writing, do not allow a quotation to stand by itself.

Incorrect: The evidence proves she is guilty. "Belinda waited until Rafe left the park before tearing up the letter."

Correct: The detective learned of her guilt when "Belinda waited until Rafe left the park before tearing up the letter."