



Guide for Using Quotes

- **When to use quotes:**

Sources are primarily used to back-up/support claims made in your writing.

- **Always cite your quotes properly.**

Whenever using quotes, make sure to cite them properly by using the correct format required by whichever formatting style you have chosen to use (MLA, APA, Chicago, ASA, etc...)

A great source for citation rules and methods is the OWL @ Purdue:

<https://owl.english.purdue.edu/owl/>

- **Always use quotes with intention:**

You should never "drop" a quotation into your work without properly introducing it or integrating it into your sentences. A rule of thumb is a quotation should never be a grammatically independent sentence inside your text.

Don't trust the quotation to speak for itself. You must tell the reader what it means and what it proves in relation to your topic.

- **Three types of in-text quotations**

- Direct quotes: these are word-for-word uses of a source
- Paraphrases: these are not re-phrasings of a source's idea.
- Block quotations: these are larger sections of word-for-word uses of a source.
 - Block quotes are centered, do not have "quotation" marks, and the ending punctuation is placed directly after the quoted material.

- **There are three parts of an in-text quotations:**

- Signal phrase
 - This introduces the quote. (e.g., According Lopez' argument,)
 - It typically answers these questions of who said it? Where did it come from and when?
 - Signal phrases end with a comma, and when they are full sentences, a colon.
- Quotations or paraphrase
 - This is the actual used material from the source
- Parentheticals
 - This goes at the end of directly quoted material, and -- depending on which citation style -- at the end of paraphrases. Parentheticals typically include a page number, and they are always written in (parenthesis)



Examples of signal phrases:

- According to Peter Elbow, ...
- As John Bath says, ...
- By looking at Locke's argument, ...
- Williams confirms this idea when he argues ...
- The commentator suggests that ...
- **Using your own words within a quote**

When inserting your own words inside of a direct quote, place them in [brackets]. Here is an example:

According to the Epicurius' thesis of relativism, "truth is the measure of all men [and women]"

- **Using ellipses within quotes**

When taking out a part of a quote, use ellipses. Here is an example:

Rawls' theory of political liberalism begins with this first premise: "there exists many conflicting comprehensive doctrines ... within any one body of citizens"

Note that when using ellipses, a space is placed between each dot. Microsoft Word typically does this for you automatically, but otherwise, you have to do it yourself.