

■ DIRECT QUOTATIONS

- 1) When you quote, copy the words exactly. Make no changes. Use quotation marks.
- 2) Lead into your quotation with a **signal phrase (also called an introductory phrase)**.
- 3) Put the page number on which the quotation appears in parentheses at the end of the sentence. Notice that only the number is used without any abbreviation such as pg. or pp. The period follows the citation. If you don't have a page number, put the author's last name. Only put the title if the article has no author and no page number.
- 4) Study each of the models below carefully to see exactly what to do about capitalization, quotation marks, commas, and other punctuation.

Items 1-5 quote passages that **do not** appear in quotation marks in the article. In other words, the passages are from the words of the author of the article, **not someone he or she is quoting**. Item 6 is for a passage that appears in quotation marks in the article.

1. ***Sentence-style quotations.*** For this style of quote, copy an entire sentence as a quotation, introducing it with the author's name.
Model: According to Walter Lippmann, "When men are brought face to face with their opponents, forced to listen and learn and mend their ideas, they cease to be children and savages and begin to live like civilized men" (29).
2. ***Interrupted sentence quotations.*** Place the signal phrase identifying the author in the middle of the sentence. Be careful to break the sentence at a logical point.
Model: "The democratic system," says Lippmann, "cannot be operated without effective opposition" (29).
3. ***Quotations introduced with that.*** Notice how the punctuation and capitalization change because this is no longer a sentence-style quotation.
Model: To be successful, a politician must learn that "a good statesman, like any other sensible human being, always learns more from his opponents than from his fervent supporters" (Lippmann 29).
4. ***Quoted phrases.*** Quote a phrase (not an independent clause/sentence). Make sure that the quotation and the words you contribute add up to a sensible, grammatical sentence.
Model: Freedom of speech is "a system for finding the truth" (Lippmann 26).
5. ***Block quotation.*** Use this style of quotation for two or more consecutive sentences (more than four typed lines). Introduce it with a complete sentence ending with a colon. Notice how the whole quotation is indented 10 spaces on the left side. If you omit a sentence, indicate the omission with an ellipsis. Here the page numbers in parenthesis follow the period.
Model: Walter Lippmann explains the difference between tolerating dissent and listening to dissent:

For, while the right to talk may be the beginning of freedom, the necessity of listening is what makes the right important. . . . What matters is not the utterance of opinions. What matters is the confrontation of opinions in debate. (27)