

Quotation Format

Whenever you use more than two consecutive words from another source you MUST quote them. Whenever you quote, you MUST have citation information.

Standard quoting format:

Quotation marks at the beginning and ending of the quoted material. Be sure to include citation information (note that end punctuation comes after the citation).

Example of quoting a statement: “All’s well that ends well” (Shakespeare 48).

Example of quoting a question: Romeo once asked, “What should I swear by” (Shakespeare 86)?

Taking parts of a longer quote:

Use an ellipse to shorten a longer quote and include only the important information (note that an ellipse is NEVER used at the beginning or end of a quote).

Example: “As Gregor Samsa awoke . . . he found himself transformed into a gigantic insect” (Kafka 67).

Beginning letters and end punctuation:

All sentences must begin with a capital letter and end with ending punctuation, even if the original quote did not. Use brackets to show changes from the original text.

Example: “[A]t any moment the general tension would discharge itself” (Kafka 123).

Using slashes in poetry:

When quoting verse, place a forward-slash between any lines of poetry.

Example: “Something there is that doesn’t love a wall, / That sends the frozen-ground-swell under it” (Frost 112).

Changing the text to be understandable to the reader:

Use brackets to make any changes to the quote for clarification:

Example of clarification (leaving original text): “And he [Gregor] set himself to rocking his whole body” (Kafka 73).

Example of clarification (replacing original text): “And [Gregor] set himself to rocking his whole body” (Kafka 73).

Quoting dialogue or other material with quote marks:

When quoting dialogue or any text with quote marks, change all double quotes to single quotes. Make sure to include double quotes at the beginning and ending of the quoted material.

Example of original material: Della leaned over and whispered, “I really don’t think you should say something like that.”

Example of correct format for quoting the previous example: “Della leaned over and whispered, ‘I really don’t think you should say something like that’” (Smith 45).

When the entire quote is dialogue or some other text that is entirely in quote marks, single quote marks are not required.

Example of original material: “I really don’t think you should say something like that.”

Example of correct format for quoting the previous example: “I really don’t think you should say something like that” (Smith 45).