

# HOW TO USE A QUOTATION CORRECTLY

1. **Introduce the quotation** by doing one of the following:

- a. name the person being quoted.

**Alice Paul** referred to her own commitment to suffrage by saying, "I never doubted that equal rights was the right direction" (qtd. in Gilman).

**Historian Robert Strayer** argues that the Indian Ocean trade network, "transformed all of its participants...but no one where more so than in Southeast Asia and East Africa" (328).

- b. weave the quotation into your sentence

**Since Luther's actions led to events that forever changed the power of the Catholic Church, he has been called** "one of the most influential figures in the history of Christianity" ("Martin Luther," *Britannica School*).

**In fact**, "many German bishops shared Luther's views on the Church and did not seek to have him arrested" ("Martin Luther," *New Catholic Encyclopedia*).

Ms. Smith's students often spoke of their love of learning in her class; **one student stated**, "I left her class feeling knowledgeable about what we had just studied and more curious about the world" (Bayfield).

2. **Quote only the text that you need**, keeping the quotation as short as possible. Use ellipses (...) to remove unnecessary words from quotations, but be sure not to change their meaning.

Alice Paul stated, "I never doubted that equal rights was the right direction... there is nothing complicated about ordinary equality" (qtd. in Gilman).

3. If using a quotation longer than four lines of text, single space it and reduce the margins on each side by ½ inch, making a block quotation. Do this sparingly!

4. **Follow the quotation with an explanation** of why/how it helps to prove your argument. Do not assume that the quotation is self-explanatory.

Alice Paul stated, "I never doubted that equal rights was the right direction... there is nothing complicated about ordinary equality" (qtd. in Gilman). Paul's words demonstrate certainty in her cause, which may account for the extreme tactics she used.

*Below are some other words or phrases you might use to start your analysis after the quotation:*

*In other words,....*

*Therefore,....*

*Strayer's analysis indicates that...*

*Morrill's argument is significant because...*

*McNally's assertion shows...*

NEVER start a paragraph with a quotation as your topic sentence.

NEVER use a quotation without some introduction

NEVER use a quotation without giving its source in an in-text citation & the works cited.

NEVER use a quotation without quotation marks (=plagiarism)