

## Quotation Basics

Any information that you take from an outside source must be quoted appropriately. A quotation may range from a single word to an entire paragraph. Remember that your quotations must be related to the claim or purpose of your research project. Therefore, choose your quotations carefully and concisely, with care to structure, style, and punctuation. Here are examples of each of the quotation types below. See page 9:13 for information on parenthetical citation information.

**Short Quotations:** Quotations four lines or shorter should be put into the body of your paper with quotation marks around the first and last words and ending punctuation.

*Example:*

As a young man, John F. Kennedy assumed a leadership role in his family. The Kennedys were very competitive with each other, but joined together in competition with the outside world due to their “ties of genuine filial and fraternal affection, ties that were strengthened by tragedy and pride” (Sorenson 36).

**Long Quotations:** If your quotation is longer than four typed lines of text, each line should be indented one inch (10 spaces) and single-spaced. If you are quoting two or more paragraphs, indent the first line of each paragraph an extra quarter inch (three spaces). You do not use quotation marks, because the indentation tells your reader that you are using quoted material.

*Example:*

Author Frank McCourt endured many hardships In his young life that he attributes to his uniquely Irish experience.

People brag and whimper about the woes of their early years, but nothing can compare with the Irish version: the poverty; the shiftless loquacious alcoholic father; the pious defeated mother moaning by the fire; pompous priests; bullying schoolmasters; the English and the terrible things they did to us for eight hundred long years (Mccourt 11).

**Partial Quotations:** If you are shortening a longer quotation and eliminating some of the original information, use an ellipsis (. . .). Remember to put a space between each of the periods of your ellipsis. Be careful not to edit your quote in such a way that you obscure or change the meaning of the original text.

*Example:*

Chicago’s Mayor Richard J. Daley died on Monday, December 20, 1976. “Daley had felt an enemy in his chest...but his face, a mask of gravity for most expressions except mirth and anger revealed nothing, even to those closest to him that day” (Kennedy 1).

**Adding to Quotations:** If you need to clarify information in your quotation by providing words or names that are missing in context, you may use square brackets ([ ]) to help clarify meaning for your reader. Note the quote-within-quote punctuation.

*Example:*

In 1933, President Franklin Roosevelt began work on his most controversial project. “I am told,’ he said to reporters who gathered around his desk, ‘that what I am about to do is impossible [the New Deal], but I am going to do it’” (Alsop 117). He then embarked on a program that radically changed the face of America in the midst of the Great Depression.