

## *Incorporating Quotations*

When writing a Response to Literature Essay or Research Report, it is absolutely essential to include quotations. No matter how brilliant your paper is, both of these types of essays are **incomplete** without quotations.

Quotations serve as evidence to the claims you are making in your paper, and illustrate and support your main points. Any time you use someone else's words or ideas, you must give credit to that person, whether you quote directly, or just paraphrase. If you do not give credit to your sources it is considered **plagiarism**, which can very often earn you a failing grade on your paper.

Finally, you **must** explain the significance of the quote you have chosen even if it is obvious to you, or the reader will be left wondering why you chose that quote in the first place.

There are several different methods of incorporating quotations into your essay. To illustrate, here are the many different ways to incorporate the quote:

**"Many writers omit or improperly use quotations in their essays."**

1. **Paraphrase (Indirect quotation)**—using different words to express the same idea; do not use quotation marks at all
  - *Teachers and professors alike find that many students often misuse quotations in their papers.*
2. **Direct phrase or word quote**— using only one or a few words; use quotation marks around those words only
  - *Many teachers find that their students "omit or improperly use" quotes when writing papers.*
3. **MLA author/page citation**—author and page in parenthesis
  - *"Many writers omit or improperly use quotations in their essays" (Watson 43).*
4. **Full sentence quote with he/she said *before* the quotation**; place comma before the quotation mark
  - *Watson claims, "Many writers omit or improperly use quotations in their essays."*
5. **Full sentence quote with he/she said *after* the quotation**; comma replaces period at the end of the quote.
  - *"Many writers omit or improperly use quotations in their essays," he argued.*
6. **Full sentence quote with he/she said *dividing* the quote**; commas separate the quote.
  - *"Many writers," he admitted, "omit or improperly use quotations in their essays."*

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7. **Full sentence quote with he/she said that at the beginning of the quote;** the word *that* takes the place of the comma
  - *He affirmed that "Many writers omit or improperly use quotations in their essays."*
8. **Full sentence quote with full sentence introduction to quote;** use a colon before the quote
  - *Scholars have proven with scientific evidence: "Many writers omit or improperly use quotations in their essays."*
9. **Omitting words within a quote;** use the ellipses between (...)
  - *"Many writers...use quotations in their essays."*
10. **Adding or changing words within a quote;** use brackets to set off the change
  - *"Many writers [often] omit or improperly use quotations in their essays."*

### ***MORE rules for incorporating quotations in a paper:***

1. Plays, novels, long poems, website titles, magazine titles, movie titles, and books should be italicized or underlined.
  - a. Shakespeare's *Macbeth*
  - b. The Canterbury Tales
  - c. *Shakespeare in Love*
2. Articles, chapter titles, song titles, poems, short stories, and essays should be punctuated with quotation marks.
  - a. Alanis Morissette's "Ironic"
  - b. Yezierska's "America and I"
  - c. Langston Hughes's "I, Too"
3. As a rule, anyone you do not personally know should be referred to by their LAST name—not their first.
  - a. William Shakespeare should be referred to as *Shakespeare*, not *William*
  - b. Joseph Stalin should be referred to as *Stalin*, not *Joseph*
4. Always lead into a quotation with your own ideas or sentences; similarly, always follow a quotation with your own ideas.
5. Periods and commas *always* go inside quotation marks.
6. Question marks, exclamation marks, semi-colons, and colons go inside quotation marks when they are part of what is being quoted. When question marks and exclamation marks are used in a quotation, do not use a comma.
  - a. "You said what?" screamed the embarrassed teenager.
  - b. Why do they call her "Smarty Pants"?