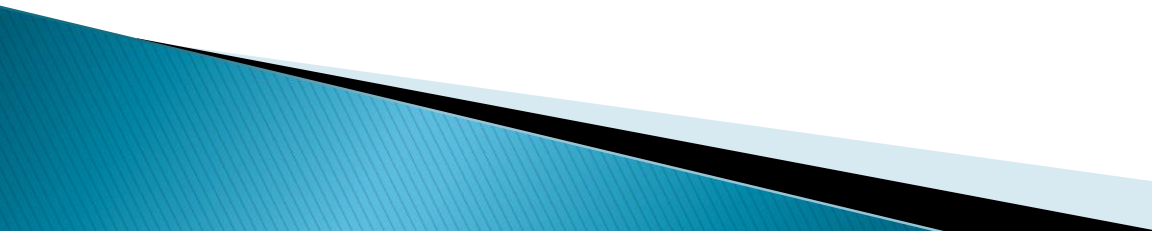


Integrating Direct and Indirect Quotations

Use this information as a guide to help you cite your sources in your essays!



Parenthetical Citations

- ▶ **MLA citation format** is a method for formatting your paper and documenting the sources of information you use in your paper. The proper use of a citation format such as MLA can help you avoid plagiarism.
 - ▶ **Parenthetical Citations within the text** of your paper let your reader know when you've used information from another source. The parenthetical citation corresponds to a source listed on your works cited page.
- 

You must cite the source within your text...

- ▶ Any time you use others' work, facts, ideas, statistics, diagrams, charts, drawings, music, or words in your paper.
- ▶ Whether you quote, paraphrase, or summarize a single phrase or a whole chapter, you must acknowledge the original author no matter how much of the source you use or how often you use it.



Integrating Direct and Indirect Quotations into Your Sentence



You should **NEVER** have a quotation standing alone as a complete sentence, or, worse yet, as an incomplete sentence, in your writing.

We all know what happens when you let go of a helium balloon: *it flies away*. In a way, the same thing happens when you present a quotation that is standing all by itself in your writing, *a quotation that is not “held down” by one of your own sentences*.

The quotation will seem disconnected from your own thoughts and from the flow of your sentences. Ways to integrate quotations properly into your own sentences are explained below.

There are three main ways to incorporate your source information into your essay.



1. **Summary** (Indirect Quote): Put only the main ideas from a source into your own words using as few words as possible.
2. **Paraphrase** (Indirect Quote): Put a short passage into your own words, sentence structure, and style without changing the author's original meaning.
3. **Direct Quotation**: Copy the source material **word for word** without changing anything.

There are **four** main ways to integrate direct quotations.



1. Introduce the quotation with a **complete sentence and a colon**.

- **Example:** In “Where I Lived, and What I Lived For,” Thoreau directly indicates his purpose for going into the woods: “I went to the woods because I wished to live deliberately, to front only the essential facts of life, and see if I could not learn what it had to teach, and not, when I came to die, discover that I had not lived” (65).
- **Example:** Thoreau’s philosophy might be summed up best by his repeated request for people to ignore the insignificant details of life: “Our life is frittered away by detail. An honest man has hardly need to count more than his ten fingers, or in extreme cases he may add his ten toes, and jump the rest. Simplicity, simplicity, simplicity!” (25).
- **Example:** Thoreau ends his essay with a metaphor: “Time is but the stream I go a–fishing in” (25).

This is an easy rule to remember: if you use a **complete sentence** to introduce a quotation, you need a colon after the sentence. Be careful not to confuse a colon (:) with a semicolon (;). Using a comma in this situation will most likely create a comma splice, one of the serious sentence–boundary errors.

2. Use an **introductory or explanatory phrase**, but not a complete sentence, separated from the quotation with a comma.



Example: In “Where I Lived, and What I Lived For,” Thoreau directly indicates his purpose for going into the woods when he says, “I went to the woods because I wished to live deliberately, to front only the essential facts of life, and see if I could not learn what it had to teach, and not, when I came to die, discover that I had not lived” (45).

Example: Thoreau suggests the consequences of making ourselves slaves to progress when he says, “We do not ride on the railroad; it rides upon us” (63).

Example: Thoreau asks, “Why should we live with such hurry and waste of life?” (24).

You should use a comma to separate your own words from the quotation when your **introductory or explanatory phrase** ends with a verb such as “states,” “said,” “thinks,” “believes,” “ponders,” “recalls,” “questions,” and “asks” (and many more). You should also use a comma when you introduce a quotation with a phrase such as “According to Thoreau.”

3. Make the quotation **a part of your own sentence** without any punctuation between your own words and the words you are quoting.

Example: In "Where I Lived, and What I Lived For," Thoreau directly indicates his purpose for going into the woods when he says that "I went to the woods because I wished to live deliberately, to front only the essential facts of life, and see if I could not learn what it had to teach, and not, when I came to die, discover that I had not lived."

Example: Thoreau suggests the consequences of making ourselves slaves to progress when he says that "We do not ride on the railroad; it rides upon us" (25).

Example: According to Thoreau, people are too often "thrown off the track by every nutshell and mosquito's wing that falls on the rails" (36).

Notice that the word "that" is used in three of the examples above, and when it is used as it is in the examples, "that" replaces the comma which would be necessary without "that" in the sentence. You usually have a choice, then, when you begin a sentence with a phrase such as "Thoreau says." You either can add a comma after "says" (Thoreau says, "quotation") or you can add the word "that" with no comma (Thoreau says that "quotation.")



4. Use **short quotations**--only a few words--**as part of your own sentence.**

Example: In "Where I Lived, and What I Lived For," Thoreau reflects that his retreat to the woods around Walden Pond was motivated by his desire "to live deliberately" and to face only "the essential facts of life" (36).

Example: Thoreau argues that people blindly accept "shams and delusions" as the "soundest truths," while regarding reality as "fabulous" (26).

Example: Although Thoreau "drink[s] at" the stream of Time, he can "detect how shallow it is" (38).

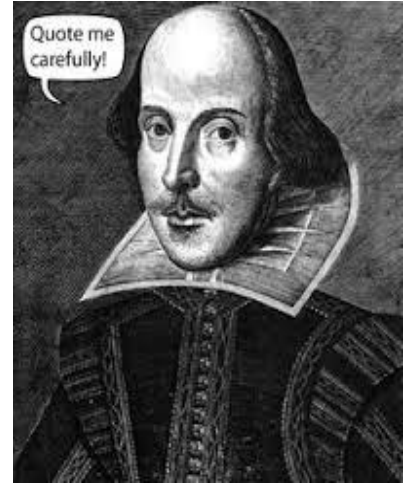
When you integrate quotations in this way, you do not use any special punctuation. Instead, you should punctuate the sentence just as you would if all of the words were your own.

No punctuation is needed in the sentences above in part because the sentences do not follow the pattern explained under number 1 and 2 above: there is not a complete sentence in front of the quotations, and a word such as "says," "said," or "asks" does not appear directly in front of the quoted words.



Notice the Punctuation!

Notice that there are only two punctuation marks that are used to introduce quotations: the comma (,) and the colon (:).



Note that a semicolon (;) is not used to introduce quotations.

Notice as well the punctuation of the sentences above in relation to the quotations.

If there are no parenthetical citations in the sentences (no author's name and page number in parentheses), the commas and periods go inside the final quotation mark ("like this.").

Notice the Punctuation!

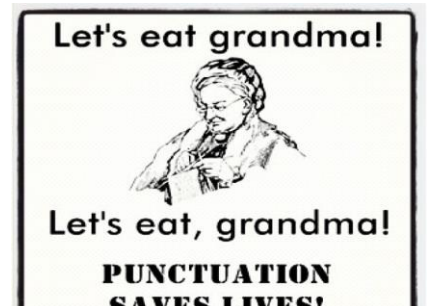
- ▶ Semicolons and colons go **outside** of the final quotation mark ("like this";).
- ▶ Question marks and exclamation points go outside of the final quotation mark if the punctuation mark is part of your sentence--your question or your exclamation ("like this"?).
- ▶ Those marks go inside of the final quotation mark if they are a part of the original--the writer's question or exclamation ("like this!").



The Proper Punctuation: Keep it Simple

Remembering just a few simple rules can help you use the correct punctuation as you introduce quotations. There are some exceptions to the rules below, but they should help you use the correct punctuation with quotations most of the time.

- **Rule 1:** Complete sentence: "quotation." (If you use a complete sentence to introduce a quotation, use a colon (:)) just before the quotation.)
- **Rule 2:** Someone says, "quotation." (If the word just before the quotation is a verb indicating someone uttering the quoted words, use a comma. Examples include the words "says," "said," "states," "asks," and "yells." But remember that there is no punctuation if the word "that" comes just before the quotation, as in "the narrator says that.")
- **Rule 3:** If Rules 1 and 2 do not apply, do not use any punctuation between your words and the quoted words.



Summarizing, Paraphrasing & Parenthetical Citation

- ▶ **When you *directly* quote** from a source, be sure to put quotation marks around the author's exact words, and be sure the quoted material is copied exactly.
- ▶ Even if you use just a few words from an author in a sentence that is mostly your own, you still have to use quotation marks around those apt words and cite your source parenthetically at the end of the sentence.

“ ”

To Paraphrase or Summarize...

- ▶ **When you paraphrase or summarize (*indirectly quote*),** or put information from a source into your own words, you must change not only the words of the original source, but also the sentence structure, and you must cite the source within your text.
- ▶ Even if your whole paragraph is a paraphrase or summary of one source, it is not acceptable to cite only at the end of the paragraph. You must clearly signal where your borrowing begins and cite throughout the paragraph as necessary to make clear to your reader that you are still borrowing from the same source.

Examples of Parenthetical Citation

1. One critic complains of the authors, “They’re sheep in wolves’ clothing who manage to write about bad things and make you feel good” (Bukiet 35).

Note that both the author and page number are cited in parentheses.

2. Anna Funder explains that the Stasi “was a bureaucracy metastasized through East German society” (5).

- ▶ Because the author’s name is given in the sentence, only the page number is cited in parentheses.
- ▶ Quotations must be presented exactly as they appear in the original text. The addition of *sic* in parentheses after the quotation lets readers know that the quotation was typed accurately despite the appearance of a mistake or misspelling.

Examples of Parenthetical Citation

3. Herr Bock, a former training professor at the Ministry of State Security, explains that, above all, an informer “needed to be honest, faithful, and trustworthy” (qtd. in Funder 200).

- ▶ If you quote or paraphrase text that is itself quoted from another source, you should cite the indirect source—the one that you have accessed and read yourself—not the original one. Begin your parenthetical citation with *qtd. in*, which is short for *quoted in*.

4. Most of the reports submitted to the Starbucks Business and Ethics Compliance Department address issues in the category of employee relations ("Business Ethics").

- ▶ Even if you paraphrase or summarize (i.e. put information from the source into your own words), you still must provide a citation at the end of the sentence.
- ▶ If the source does not list an author, use the first word or two of the title in your parenthetical citation. In this example, the source does not have page or paragraph numbers because it is a web site.

5. Louis Herman and his colleagues used hand and arm signals to communicate with the dolphins: “For instance, a pumping motion of the closed fists meant ‘hoop,’ and both arms extended overhead (as in jumping jacks) meant ‘ball’” (Morell 54).

- ▶ You may use a colon after a full sentence to introduce a quotation. When quotation marks are included in the original text, the internal (or original) quotations marks become single. Essentially, *this is a quote within a quote*.

6. After his father hits him and then explains why, Sarty experiences a burgeoning sense of hopelessness:

- [I]t was as if the blow and the following calm, outrageous voice still rang, re-percussed, divulging nothing to him save the terrible handicap of being young, the light weight of his few years, just heavy enough to prevent his soaring free of the world as it seemed to be ordered but not heavy enough to keep him footed solid in it, to resist it and try to change the course of its events. (Faulkner 713)

- ▶ Long quotations are indented one inch from the left margin without quotation marks, and the period is placed before the parenthetical citation. After the blocked quotation, your analysis of the quote should continue at the left margin. The / in */t* appears in brackets because it is not capitalized in the original.

7. In Egypt, “For many low income women . . . voting is less of a political act and more of an informal economic activity” (Blaydes and El Tarouty 371).

- ▶ Use an ellipsis—three periods with spaces in between—(...) to show that words were left out of the middle of the quoted sentence. A period followed by an ellipsis indicates material left out between two sentences, rather than in the middle of one.

8. Boccaccio preferred to read literature that was “cellular” in terms of organization with stories told in “autonomous sequences” instead of one long narrative (Usher 31–32).

- ▶ Be sure to use quotation marks around key words from your source and cite parenthetically at the end of the sentence.