

## Working with quotes

1. **Long quotes:** Sometimes our purposes are best served with a quotation that is several lines long—for example, when the information is densely packed or it takes several sentences for the source's point to become clear. However, *lengthy quotes should be kept to a minimum*; when they dominate a paper, it appears that you aren't crafting your own prose but just stringing together other people's ideas.

Note:

**Indent quotes that are 4 full lines or longer by double-tab'ing the text on the left.** (The right margin is unchanged)

2. **Shorter quotes:** Often we want to quote a sentence or so, because we want our readers to hear something in a source's own voice.
  - **If we quote a whole sentence, we need to attach a signal phrase to it that identifies the writer or speaker**—e.g., According to journalist Michael Pollan,
  - “Sometimes, if we quote a sentence or two, **we may put the signal phrase in the middle of a sentence**: “Eat food,” Michael Pollan tells us. “Not too much. Mostly plants.”
  - Use signal phrases the first time you quote from an author. After that first quote or mention of the author, you can simply use the last name (Pollan states)
3. **When we quote sources, we need to keep a few things in mind:**
  - **We need to use language that lets the reader know that we aren't taking sources at face value:** Singer claims, asserts, considers; Ehrenreich reports, argues, assumes, recognizes; Even words like “says,” “states,” “observes” and “remarks” let us know you aren't simply taking an author's words as fact, but are aware that they are his or her belief.
  - **We need to integrate quotes into our own paragraphs and sentences smoothly:** When we quote a sentence or more, **we usually need to reflect on the quote**, to let readers know why we are bringing the quote to their attention: we don't just drop the quotes onto the page. “Dropping quotes” without reflection or comment suggests a rushed and careless approach to writing an essay.
  - **Whether we quote, paraphrase, or summarize, we must always credit sources.** In scholarly work, that means a Works Cited list at the end of your essay as well as in-text citations.

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